

## BUDGET TRANSFER REQUEST PROCEDURES

**Document Number:** Obtain a document number before completing the Budget Transfer Request form. Document numbers may be obtained by contacting Stores at 859-257-6116. If you obtain a block of numbers, do not exceed the block of numbers you are assigned to avoid duplications.

**Procedures for Processing:** (AR II-1.5-1)

1. Complete the form including all requested information.
2. Obtain the recommendations of the appropriate dean, director, or president of LCC and the provost/vice president. The signature authority should reside with the provost/vice president requesting a change of expenditure authority.
3. Forward the form from the provost/vice president to the Office of the Controller and Treasurer for implementation, if funds are available.
4. The form will be returned to the provost/vice president from the Office of the Controller and Treasurer bearing approval or notification of insufficient funds.

**Printing:** **The Budget Transfer Form MUST BE printed on Carbonless, Reverse, Pre-collated paper.** This paper is available through:

UK Stores Department  
Phone: 257-6116  
Fax: 257-2494  
Requisition Fax: 323-1054

**7531-1240 Paper, 8.5 x 11, Carbonless, G/P/C/W, 4 part, Reverse, Pre-collated, 5000/cs**

**Questions:** Please contact Roxanne McLetchie ([roxanne@email.uky.edu](mailto:roxanne@email.uky.edu)) or Shane Kosky ([rskosk0@email.uky.edu](mailto:rskosk0@email.uky.edu)) if you have any questions.