

BUDGET TRANSFER REQUEST

BT -

(Document Number)

Preparation Date Effective Date Preparer Telephone

UNIT INFORMATION

FROM

TO

AREA _____

COLLEGE/DIVISION _____

DEPARTMENT _____

Corp _____ Fund _____

Corp _____ Fund _____

ACCOUNT INFORMATION

Amount	<u>From Account Number</u>				<u>To Account Number</u>			
	Account	Object	Position	User Code	Account	Object	Position	User Code
\$ _____	_____	_____	_____	_____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____	_____	_____	_____	_____
\$ _____	TOTAL							

RECURRING NONRECURRING

EXPLANATION: REASON FOR REQUESTED TRANSFER:

SIGNATURES

Dean/Director/President - LCC

Provost/Vice President