

PROCEDURES FOR USE, PREPARATION AND HANDLING OF BUDGET TRANSFER REQUEST

Document Number: The Budget Transfer Request form requires you to obtain a document number before completing the form. Document numbers may be obtained by contacting Rosemary Young in the Purchasing Division at 606-257-9100 x228 or ryoung@pop.uky.edu. If you obtain a block of numbers please insure you do not exceed the block of numbers you are assigned in order to avoid duplications.

You may need to keep a separate log for document numbers as they are assigned and used. This can be separate Word documents or a notebook. A Word document listing the document number, vendor or department sent to and the date issued is provided for your use ([btlog.doc](#)).

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

1. The form will be prepared with all pertinent information as illustrated in Appendix A;
2. The form will bear the recommendations of the appropriate dean, director, or president of a community college and the chancellor/vice presidential areas, the signature authority should reside with the chancellor/vice president requesting a reduction of expenditure authority;
3. The form will be forwarded from the chancellor/vice president to the Office of the Controller and Treasurer for implementation if funds are available; and
4. The form will be returned to the chancellor/vice president from the Office of the Controller and Treasurer and to the initiating unit from the chancellor/vice president, bearing an approval or a notification of the insufficiency of 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, Precollated, 5000/cs