

# 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
\$ _____	_____	_____	_____	_____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____	_____	_____	_____	_____
\$ _____	_____	_____	_____	_____	_____	_____	_____	_____
\$ _____	<b>TOTAL</b>							

RECURRING       NONRECURRING

**EXPLANATION:** REASON FOR REQUESTED TRANSFER:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SIGNATURES**

\_\_\_\_\_

Dean/Director/President - LCC

\_\_\_\_\_

Provost/Vice President