REQUEST FOR BUDGET ENTRY

Requested by: Enter Name Date: Enter Date

Transfer from Account #	Transfer to Account #	Amount	Explanation
10.0.0000.000.000	10.0.0000.0000.000	1000.00	example

Comments:

Instructions: Budget Entries are to be used for transfers of budget dollars within your area of budget responsibility. Transfers to other areas to sponsor events or repay expenses should come on a JOURNAL ENTRY request and must include a reason for the transfer to another department.

1. Complete this form with complete account number as in the example.

2. Please make requests in even $10 increments.

3. Only accounts beginning with 10 and followed by 1,3,4,5 or 7 can be used for Budget Transfers. Accounts beginning with a 10.0 or 12 must be handled by journal entry request.

4. Please allow 1 week for processing.