



Request for Budget Entry Form

Complete the Request for Budget Entry Form to request the transfer of funds within the department. When completing this form, please keep in mind the difference between Journal Entries and Budget Transfers.

Budget Transfers are used to move budgeted funds from one GL code account to another. Creating a Budget Transfer increases the *budgeted funds* available for use in a GL code account by moving *budgeted funds* from another GL code account. Budget transfers can only be processed within the same department. Complete the Journal Entry Request Form to transfer funds from one department to another department.

An example of a budget transfer would be reducing the postage GL code funds and increasing the printing GL code funds to cover excess copy charges.

Journal Entries are used to move **Actual** transactions that have already taken place.

****Do not use the Request for Budget Entry Form for Journal Entry Requests.** Please complete the Journal Entry Request Form and email it to Gary Stewart at gb2s@stmarys-ca.edu.**

Instructions: Enter information pertaining to the budget transfer entry you would like created. **The Transfer from Account #** will decrease the actual budgeted amount of the GL code to be charged and the **Transfer to Account #** will increase the actual budgeted amount of the GL code.

Once the form is completed, please email to cfr5@stmarys-ca.edu. For additional information or questions, please contact Chester Rosal at ext 4618 or by email cfr5@stmarys-ca.edu