Purpose

Effective June 1, 2009, the standard Transfer of Budget Funds and Expenditure Transfer forms will become obsolete and not accepted by the Business Office. Instead, these documents have been consolidated into a single Transfer of Funds Form. This change was implemented to eliminate confusion and to simply the process. This signed form along with the required documentation must be received by the Bursar & Budget Director in the Business Office. The absence of any of the required documentation or an incomplete Transfer of Funds Form will delay the processing time of the request.

Required Documentation

All Transfer of Funds Forms along with the required documentation must be received in the Business Office within the following parameters:

To transfer budget funds:
- Banner printout of expense account showing available budget. Thorough justification for need of transfer to cover expected service and/or product purchase. Transfers received in the Business Office will be processed within 15 business days.

To transfer expenditure:
- Banner printout of expense account charged erroneously. Transfers received in the Business Office will be processed within 15 business days.

Completing the Requisition Form

The new Transfer of Funds Form is a simplified consolidation of the Transfer of Budget Funds and the Expenditure Transfer forms. In order to ensure proper processing of the Transfer of Funds Form, all forms must be complete with accurate and legible information (preferably typed information). Read the form thoroughly and select the choices that meet the needs of the request along with completing the blanks provided for associated details (i.e. fiscal year, 11 digit account #, and etc...). NOTE: All requested information is REQUIRED INFORMATION. Mark “N/A” in the section(s) that does not apply to the request. Otherwise, the absence of any of the requested information will delay the processing time of the request.

Definition ofApprover's Signature

- **Line 1**…Originator signs to affirm they have thoroughly completed the request, provided the required documentation within the allotted timeframe and that the expenses are within the departmental budget.
- **Line 2**…Department Head/Division Chair signature represents that there is agreement and approval of the need for the requested service/products and certify that the authorized budget will support this expenditure. This person should also be verifying appropriate documentation is supplied with the request.
- **Line 3**…Administrative Officer signs off that they approve the need for the requested service/products and certify that the authorized budget will support this expenditure. The approval is based on thorough review of the Requisition Form, review of the budget and affirmation of need and its compliance with the strategic goals and mission of the University.
- **Line 4**…The Budget Officer signs off that the referenced budget is sufficient to cover the costs associated with the expenditure as well as verifying that the appropriate fund, org and account codes are being charged.