

Expense/Budget Transfer Request Form

*****Once completed, please forward to the Assistant VP for Finance.*****

Expense Transfer Request

Use this section of the form to move actual expenses incurred that have been charged to your department and show up on your monthly budget report. Practical examples of circumstances when to use this section of the form are as follows:

- Move an expense charged to one account within a department to another account within the same department. Example – Move \$50 of Office Depot invoice number 1210 from office supplies to instructional supplies.
- Move an expense charged to one department that should have been charged to a different department.

Dollar Amount of Expense _____

Original Vendor Name _____

What month was the expense was charged to your budget _____

Account number the expense was charged to _____

Account number where you are requesting the expense be moved to _____

Reason for request (please be as specific as possible and attach back-up documentation when possible)

Budget Transfer Request

Use this section of the form to transfer budget funds from one line within a department to another. Please be as specific as possible as to the reason for the request.

Dollar Amount of Request _____

Account Number to Decrease Budget Funds _____

Account Number to Increase Budget Funds _____

Reason for Request (please be as specific as possible and attach back-up documentation when possible)

Date of Request _____

Department Head Approval _____

AVP for Finance Approval _____

VP of Finance & Administration Approval _____