

**University of Central Oklahoma
Budget Office
Request to Transfer Funds Form**

Complete all fields on the transfer request form. Indicate which Organization and Account Line funds are to be transferred From/To. Funds can be transferred from one account line to another within the same organization, or from one organization to another organization as long as the second digit in the Org# is the same. You must provide a justification for the transfer. Check the appropriate box to indicate whether the transfer is a temporary one-time transfer for the current fiscal year or a permanent transfer. Once the form is complete with the Org Manager and Dean/Director signatures, submit the form to the Vice President for your area for approval. Once approved, the Vice President's Office will submit the form to either the Budget Office or the Accounting Office for processing. Contact the Budget Office at extension 3323 if you have questions.

NOTE: Salary transfer requests must also include a line to fund benefits (contact Budget Office for current benefit rates)
Funds can only be transferred To/From same type of Org (i.e. To/From E&G, To/From Student Activity)
Check FGIBST and FGIBSUM for account line & ORG budget availability before submitting transfer request

ONE REQUEST PER FORM

<u>Organization Name</u>	<u>Organization Manager's Signature</u>	<u>Date</u>
<u>Dean/Director Signature</u>	<u>Date</u>	<u>Vice President Signature (REQUIRED)</u>
<u>Date</u>	<u>Date</u>	
Name of person to contact if there are questions about the transfer _____ Phone# _____		

Justification for Transfer (REQUIRED):

Type of Transfer
(REQUIRED—Check One Box)

Permanent Transfer or One-Time Temporary Transfer

TRANSFER FROM: Organization (Department) Name	Organization Number (Ex: 010199)	Account Line (Ex: 7310)	Amount of Transfer
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TRANSFER TO: Organization (Department) Name	Organization Number	Account Line	Amount of Transfer
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Transfer Total:			_____

For Budget Office Use Only		
Date: _____	Processed by: _____	Journal Voucher Number: _____
		Debit/Credit Document Total