

Budget Transfers

****Indicates required**

****Transfer Amount:**

****From:**

****To:**

**** Justification:**

Budget Transfers Tip

For State Appropriations: please include the entire chartfield string and a budget category in the To/From Section.

Example:

****Transfer Amount: 500.00**

****From: 60015000-103-2100-CRRNT-Expenses**

****To: 60015000-103-2100-CRRNT-OPS**

**** Justification: Transfer to OPS to cover payroll for employee Jane Doe.**