BUDGET TRANSFER

- If related to a Personnel Request Form or Authorization to Hire, then pelase use the Budget Transfer section provided on those forms.

Please check off one of the following actions:

Click here to reset form

- ☐ Change via the attached Personnel Action Form (PAF) or Position Modification.
- ☐ Moving money from Salary Account to Salary Account.
- ☐ Moving money from Operating to Salary Account; or vice versa .

Fiscal Year: _____

From: **Use Web*Salary / Web*Finance to complete.** ☐ **Permanent** ☐ **Temporary**

Fund Code	Orgn Code	Acct Code	Position #	Amount	Percent

To: **Use Web*Salary / Web*Finance to complete.** **Labors must total 100%.**

Fund Code	Orgn Code	Acct Code	Position #	Amount	Percent

Labors must total 100%.

Approvals: Print, Sign, and Date

Budget Administrator and Phone Number *Name:*	**Date:**
Dean / Director *Name:*	**Date:**
President / VP *Name:*	**Date:**
HRIS *Name:*	**Date:**