

## Budget Transfer Authorization Form

**Budget Adjustment Type:**

**One-time (This FY Only)**  
**Permanent (Ongoing)**

**Date of Request** \_\_\_\_\_

**Effective Date** \_\_\_\_\_

ACCOUNT NUMBER					Increase Budget	Decrease Budget
Fund	Dept (Org)	Account	Program	Activity	(+) = To	(-) = From
<b>Total \$</b>						

(+) and (-) must equal

**Reason for Request:**

.....  
 .....

**Requestor**

\_\_\_\_\_  
 Name Signature Date

**Dean/Manager Approval**

\_\_\_\_\_  
 Name Signature Date

**Budget Transfers Guidelines:**      **The Restricted Funds and Unrestricted General Funds can not be inter-mingled**

**\* Turn in completed form to Accounting either hard copy or scanned copy via email to Lisa Saunders @ lmsaunderske@pipeline.sbcc.edu.**

- 1) A budget transfer moves available funds from one budget number to another. This should occur before the expenditure in anticipation of spending needs. In other words, If a budget is insufficient for your needs a budget transfer is needed before you can make your purchase.
- 2) The transfer amount can not exceed the available balance in the account.
- 3) If a budget request involves transferring funds between major objects it requires Dean approval, and will be taken to the next Board meeting for approval.
- 4) To expedite this request all applicable information above needs to be completed.
- 5) Budget transfer requests are subject to audit approval before being processed.