## BUDGET TRANSFER AUTHORIZATION

**Year:** [___]

**Process:** [___]

**Sender Fund:** [___]

**Receiver Fund:** [___]

**Fund Title:** [___]

**Budget Transfer documentation (Long Text icon):**

<table>
<thead>
<tr>
<th>S</th>
<th>R</th>
<th>Funds Center</th>
<th>Commit. Item</th>
<th>Func. Area</th>
<th>Funded Program</th>
<th>Amount $</th>
<th>Text (Optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>+</td>
<td>District Office Use Only</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Sender Transactions:** [__]

**Total Receiver Transactions:** [__]

**Budget Transfer Authorizations:**

**Initiator:** [___]

**Phone #:** [___]

**Date:** [___]

**Vice President:** [___]

**Date:** [___]

**Posting Date:** [___]

**President:** [___]

**Date:** [___]

**Board Action Date:** [___]

---For District Budget Office Use Only---

**Division Head (District):** [___]

**Date:** [___]

**Chief Fin. Officer/Director of Budget:** [___]

**Date:** [___]

---For District Budget Office Use Only---

**Budget Review Committee:** [___]

**Date:** [___]

**Data Entry Operator:** [___]

**Posting Date:** [___]

---For District Budget Office Use Only---

**Required Attachments for New Income:**

- [ ] Request For Contract Form (copy)
- [ ] Award Letter (copy)
- [ ] SFP Fund/WBS Master Data Form (org)

**Budget Transfer Form Revised 06/30/2006. Effective 7/1/2006**