

**Budget Transfer and Budget Increase/ Decrease Authorization Form
Non-Appropriated Funds**

Revised 08/26/14

Instructions: Use this form to transfer funds from one account to another in bond revenue or other local accounts. This form can also be used to increase or decrease a non-appropriated budget.

The following additional approvals are required to process this item:

- Transfers from one college/ administrative unit to another require dean/ authoritative unit director approval;*
- Transfers between personnel and non-personnel accounts require vice presidential approval;*
- Transfers from one vice-presidential area to another require vice presidential approval and*
- Budget increase and decrease requests require vice presidential approval.*

Signatures of units receiving funds are not required.

Transfer to:

Fund	Organization #	Organization Title	Account	Prog	Description	Amount \$
------	----------------	--------------------	---------	------	-------------	-----------

Transfer From:

Fund	Organization #	Organization Title	Account	Prog	Description	Amount \$
------	----------------	--------------------	---------	------	-------------	-----------

Budget Increase/Decrease:

Fund	Organization #	Organization Title	Account	Prog	Description	Amount \$
------	----------------	--------------------	---------	------	-------------	-----------

Reason for Transfer/Budget Increase/Decrease: (attach documentation or spreadsheets as appropriate)

Routing:

Requested By:

Approved:

Account Manager Date

Dean/ Administrative Unit Director Date

Approved:

Processed:

Vice President/ President Date

Budget Office Date