## Budget or Actuals Transfer Form

**Check off transfer type:**
- Budget Transfer (GLBE)
- Actuals Transfer (GLJM)

### Date

**Date:** ___________________

**Entry #** ___________________

### Budget Transfer

Budget Transfer: Increase/decrease budgets within your department: **$500 minimum**

### Actuals Transfer

Actuals Transfer: Move expenses that were charged to the wrong account or department: **$250 minimum**

- **$250 minimum applies to charges within the same department.** **$50 minimum applies only if charges posted to the incorrect department.**

### Transfer Amount From:

<table>
<thead>
<tr>
<th>Department Name</th>
<th>Account Description</th>
<th>15 Digit GL Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
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<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
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</table>

### Reason for Transfer (be specific):

1

2

### Transfer From Approval

**Transfer From Approval (Reduce)**

(Print Name)

### Transfer To Approval

**Transfer To Approval (Increase)**

(Print Name)

### Cash Transfer

**DR** __ __ - __ __ __ __ __ __ __ - __ __ __ __ __ - __

**CR** __ __ - __ __ __ __ __ __ __ - __ __ __ __ __ - __

**Finance Approval**

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**Input by:** ___________________