



# Budget Transfer Form

## Guidelines

### STEP 1: Determine whether the transfer is **RECURRING** or **NON-RECURRING**.

A Recurring Transfer is one that will permanently change your annual budget beyond the current fiscal year. This will only ever apply to state funds, since the budgets for other funds (institutional funds, endowments, etc.) are set annually and do not recur from one year to the next. Any transfer that is only intended to affect the current fiscal year is considered a Non-Recurring Transfer.

### STEP 2: Determine whether the transfer is a **FLEX**, **NON FLEX**, or **POSITION TO POSITION**.

Flex Transfers are transfers that require a budget revision to be submitted in the Integrated Budget Information System (IBIS), and as such require management approval, i.e. that of the Chancellor or a Vice Chancellor (not an Associate Vice Chancellor, Director, Dean, or other Department Head). These include:

- any transfer between two or more **state funds** with **different purpose codes** (101, 152, etc.) – example: from fund 101001 to fund 152001
- any transfer in or between **state funds** that moves budget to, from, or between **labor accounts** – examples: from account 611100 to account 72000P; from account 71800P to account 614100; or from account 611100 to account 614100

Non Flex Transfers are transfers that do not require a budget revision to be submitted in IBIS, and as such do not require management approval. These include:

- any transfer within a **non-state fund** (institutional trust, endowment\* etc.) – examples: 300001, 500001, 600001 – note that you can only move budget **within** one of these funds, not **between** two or more
- any transfer in or between **state funds** with the **same purpose code** (101, 152, etc.) that **only** moves budget between **operating pools** (71800P, 72000P, etc.)\*\* OR within a **single labor account** (example: from 101001-613100 to 101100-613100)

Position to Position Transfers are transfers are special Recurring Transfers that move budget within a **single state fund AND labor account** between two or more **position numbers** (example: from 101001-613100-00001 to 101-613100-00002). These are for position budgeting only and do not appear in Banner Finance. (These are no longer required on a non-recurring basis, or for non-state funds.)

*\*Endowment transfers may require a Revised Endowment Plan For Use.*

*\*\*Transfers within a single state fund using only operating pools can typically be done in Banner Self-Service and may be returned to you for self-entry.*

### **STEP 3: Enter your requested TRANSFER.**

On each line, enter the specific fund, labor account or operating pool, the description of said account/pool (for verification), and the budget amount to be increased or decreased for that account/pool.

If the fund entered is a state fund (i.e. starts with 1), enter the first three digits of that fund as the purpose code. This will help verify whether the transfer is a Flex or Non Flex Transfer.

If making a Position to Position Transfer, enter the Position Numbers you are moving budget to or from. (You may also use these when making other transfers to or from labor accounts, but this is no longer required.)

### **STEP 4: Enter the DETAILED JUSTIFICATION for your transfer.**

This should include any information to support the requested transfer, and be as specific as possible; taking into consideration that the justification provided should be useful not just for the originator and approver, but also for any other user, internal or external, that might review the transaction later and have questions about why budget was reallocated.

### **STEP 5: SIGN and ROUTE.**

Sign and date the form as the Originator. (Note: the Originator should be the designated department contact who has authority and responsibility for managing the fund(s) being transferred from.)

If you are submitting a Flex Transfer, email the form to the appropriate Vice Chancellor for your area for approval. (If the appropriate VC for your area is the Provost, please email "Provost Forms", if it is the VC for Finance and Administration, please email "CFO Forms". All other VCs can be emailed directly.)

If you are submitting a Non Flex Transfer or Position to Position Transfer, email the form directly to the "Budget Office Forms" inbox (using the button provided or by finding the inbox in your Outlook Global Address List).

**NOTE: Any forms that are incorrect or missing information will be returned to the Originator.**