



# Budget Transfer Form

Please download and complete this form to transfer budget between Labor Accounts and Operating Pools that can't be accessed in Banner Self-Service. Send completed and signed form to **BudgetOfficeForms@uncsa.edu** for review.

**SELECT ONE:**

- Non-Recurring Transfer (This Year Only)
- Recurring Transfer (Beyond This Year) - **NOTE:** can only be used for **STATE funds** (funds that start in 1)

**TRANSFER**

Amounts in **WHOLE DOLLARS** Only

Fund	Labor Account or Operating Pool	Program Code (101, 152, etc.)	Position Number or Activity Code (if applicable)	Labor Account or Operating Pool Description	Increase (+)	Decrease (-)
<b>TOTAL</b>						

Increases must **EQUAL** Decreases

**Vice Chancellor / Provost Approval must obtained for:**

- any transfer between two or more **STATE funds** (funds that start in 1) with different **Program Codes** (101, 152, etc.)
- any transfer in **STATE funds** that moves budget between two or more different **Labor Accounts** (611100, 612100, 613100, etc.), or between **Labor Accounts** and **Operating Pools** (71800P, 72000P, etc.)
- any **RECURRING TRANSFER** in **STATE funds** that moves budget into, out of, or between **Positions** (increasing or decreasing annual salary budget)
  - **NOTE:** if involving **Staff Positions**, transfer must include a specific and detailed **Purpose of Request** that justifies retaining excess position budget at the department level (instead of it automatically reverting to Unallocated Salary Reserves) - *this replaces Salary Reserve Request form*
- any transfer in **ENDOWMENT funds** (funds that start in 5) - *this replaces "Revised Plan" option on Plan for Use of Endowment Fund forms*

**PURPOSE OF REQUEST**

**SIGNATURES**

Originator

Vice Chancellor / Provost Approval

(If needed, please obtain Vice Chancellor / Provost Approval before sending this form to the Budget Office for review.)