

Budget Transfers

The Budget Transfer form is located at:
<http://www.afd.calpoly.edu/Budget/forms.htm>

Budget Transfers must net to zero. The total debits (+) must equal the total credits (-.)

➤ **SAVE THE TEMPLATE AS A MICROSOFT EXCEL SPREADSHEET**

Save as type must be: Microsoft Excel Workbook (.xls)

➤ In the top portion of the form, fill in the following sections:

Request Criteria				Orig Dept:	Provost/VPAA	.CC:	Joann Trew
Date	Reference #	Journal Class	Original Journal ID (if applicable)	Prepared By:	Carolyn Kidd	Via:	Debbie Brothwell
9/22/2004				Description:	Transfer funding for Faculty Assigned Time		

- **Date:** Current date
- **Orig Dept:** Department of person submitting the request
- **CC:** Include any staff member in department affected by entry
- **Prepared By:** Your name
- **Description:** Purpose of the transfer

- Required Chartfields are Account, Fund and DeptId. Use Program, Project and Class as needed. Line Desc should support purpose of the transfer.

Account	Fund	Deptid	Program	Project	Class	Line Desc	Budget Office Use Only	Amount
840000	AD204	120000			CU014	CENG - Faculty AssignTime		-5144.00
840000	AD204	112500				CENG - Faculty AssignTime		5144.00

➤ Email the completed Budget Transfer form to budgettransfers@calpoly.edu