

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:

				DR = 5144	CR = -5144	NET: -
Request Criteria				Orig Dept: Provost/VPAA	.CC:	
Date	Reference #	Journal Class	Original Journal ID (if applicable)	Prepared By: Sam Mora	Via:	Debra Sherburne
4/1/2009				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 and not exceed 30 characters.

Account	Fund	Deptid	Program	Project	Class	Line Desc	Budget Office Use Only	Amount
840000	SL001	120000			CU014	CENG-Faculty Assigned Time		-5144.00
840000	SL001	112500				CENG-Faculty Assigned Time		5144.00

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