

BUDGET TRANSFER FORM

Student Government Accounting

STEP 1 **DEPT / GROUP NAME:** _____ **Date:** _____

NAME: _____
(Print your name)

Cell Phone No. or EMAIL _____

Check One Box Only:

USA ACCOUNTS: ENTITY = 1

- | | |
|--------------------------|---|
| ☐ | Commission or SGOF |
| ☐ | Student Org. Operational Fund (SOOF) |
| ☐ | Contingency |
| ☐ | C. S. Mini Fund |
| ☐ | AAC Mini Grants/Academic Success Referendum |
| ☐ | USA Programming/Student Interaction Fund |

GSA ACCOUNTS: ENTITY = 2

- | | |
|--------------------------|---------------------------|
| ☐ | Central Office |
| ☐ | Councils |
| ☐ | Sustainable Resource Ctr. |
| ☐ | Melnitz Movies |
| ☐ | Discretionary/Programs |
| ☐ | Publications |

*** ALL Budget Transfers must be within the same FUND and include an EVENT number ***

STEP 2 **Transfer** \$ _____
(dollar amount)

FROM:

entity	fund	div.	dept.	gl account	event no.

_____ **dept name / gl name**

TO:

entity	fund	div.	dept.	gl account	event no.

_____ **dept name / gl name**

Transfer \$ _____
(dollar amount)

FROM:

entity	fund	div.	dept.	gl account	event no.

_____ **dept name / gl name**

TO:

entity	fund	div.	dept.	gl account	event no.

_____ **dept name / gl name**

Transfer \$ _____
(dollar amount)

FROM:

entity	fund	div.	dept.	gl account	event no.

_____ **dept name / gl name**

TO:

entity	fund	div.	dept.	gl account	event no.

_____ **dept name / gl name**

STEP 3 Reason for this transfer:

STEP 4 **Signatures REQUIRED:**

 x
Program/Project Director

 x
Commissioner/Elected Officer/Funding Chairperson

 x
USA Finance Committee Chairperson
(Only for USA Budgets and contingency)

SGA USE ONLY

Session Id No.:	Date entered:
Document Number:	