TEXAS WOMAN'S UNIVERSITY

BUDGET TRANSFER REQUEST FORM

Instructions: Fill in the information and email the department approver for digital signature. If additional approvers are required, email the next approver for signature. The last approver must email the form to Budget & Financial Planning (budgetoffice@twu.edu).

DATE:	**TRANSFER TYPE:** (select one)	
FROM:		**TO:**
COA STRING:		**COA STRING:**

Amount totals (bottom row) should be equal:

AMOUNT	CATEGORY DESCRIPTION	AMOUNT	CATEGORY DESCRIPTION
	(select one)		(select one)
	(select one)		(select one)
	(select one)		(select one)
	(select one)		(select one)
$ 0.00		$ 0.00	

FACUL = Faculty Salaries
STAFF = Staff Salaries
WAGES = Wages
PTFCY = Part-Time Faculty Salaries
PRCST= Fringe Benefits
MAOPR = Maintenance & Operations
TRAVL = Travel
CAPO2 = Capital
SCHOL = Student Support
OVERH = Overhead

REASON:	

SIGNATURE	NAME & TITLE

Rev. 10/2026

PLEASE SIGN WITH A DIGITAL SIGNATURE.

(How to Create a Digital Signature: https://helpx.adobe.com/acrobat/using/digital-ids.html)