

BUDGET TRANSFER REQUEST FORM

Instructions: Fill in the pertinent information and email to the department approver to sign digitally (instructions for signing digitally below). If additional approvers are required, email to the next approver. The last approver emails the budget transfer to Pat Zimmerer pzimmerer@twu.edu in the budget office for processing.

DATE:	
FROM:	TO:
COA STRING:	COA STRING:

AMOUNT	CATEGORY DESCRIPTION	AMOUNT	CATEGORY DESCRIPTION

- | | |
|---|--|
| RESTE = Carryforward
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:

DEPARTMENT APPROVER SIGNATURE/S	TITLE

PLEASE SIGN WITH A DIGITAL SIGNATURE.
 (How to Create a Digital Signature: <https://helpx.adobe.com/acrobat/using/digital-ids.html>)