

Budget Transfer Form

- Budget Transfers can be made within the same department or other departments

Budget Transfers - A *Budget Transfer* is moving budget funds from one account to another account. The sum of the debit and credit amounts of the budget transfer entry is zero. The same amount(s) is(are) moved from one account(s) to another account(s). To complete this transfer, several steps need to be done as follows:

The person having budget authority over the account fills out the form below. Completed forms should be submitted to budget@stmartin.edu



University Budget Transfer Form:

Please transfer budget funds from account:

(xx-xx-xxxx-xxxx)

To budget account:

(xx-xx-xxxx-xxxx)

Note: The net sum again of a budget transfer is zero within your own departmental budget.

Amount:

\$

Amount:

\$

Employee Signature:

Date:

Budget Manager Approval:

Date:

Please also clearly write the purpose:

The net sum of a budget transfer is **zero** within the University's Budget.