

University of Central Oklahoma Budget Office Request to Transfer Funds Form

Fill in the name of the Organization(Org), name and extension of the person completing the transfer request, and the justification for the transfer. Mark the transfer type as permanent or temporary. Indicate Org Number and Account Number funds to be transferred FROM/TO.

Once the form is complete, and the Org Manager and Dean/Director signatures are obtained, submit the form to the Vice President for your area for approval. Once approved, the Vice President's Office will turn the transfer form in to the Budget Office or the Accounting Office for processing.

Contact the Budget Office at extension 3323 if you have questions regarding E&G (Org# 01xxxx) and SAF (Org# S2xxxx) Org transfers. Contact the Financial Services Accounting Office at extension 2598 with questions regarding Cash (Org# 02xxxx) Org transfers.

NOTE: Salary transfer requests must also include a transfer line to fund benefits (contact Budget Office for current benefit rates)
Funds can only be transferred To/From same type of Org (i.e. To/From E&G, To/From Student Activity)
Check FGIBST and FGIBSUM for account line & ORG budget availability before submitting transfer request

ONE REQUEST PER FORM

Organization Name _____	Organization Manager's Signature _____	Date _____
Dean/Director Signature _____	Date _____	Vice President Signature (REQUIRED) _____
Date _____		
Name/Extension of person to contact if there are questions about the transfer _____		

Justification for Transfer (REQUIRED):

<small>Select Permanent Transfer to permanently re-allocate funds</small> <input type="checkbox"/>	<h3>Transfer Type</h3> <small>(REQUIRED—Check One Box)</small> Permanent Transfer or Temporary Transfer	<small>Select Temporary Transfer to re-allocate funds for current fiscal</small> <input type="checkbox"/>
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TRANSFER FROM:

Organization (Department) Name	Organization Number (Ex: 010199)	Account Line (Ex: 7310)	Amount of Transfer
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Transfer Total: _____

TRANSFER TO:

Organization (Department) Name	Organization Number	Account Line	Amount of Transfer
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Transfer Total: _____

For Budget Office Use Only

Date: _____ Processed by: _____ Journal Voucher Number: _____