

Budget Transfer Request

Requested by:

Transfer From

**Note: Totals in "Transfer To" and "Transfer From" tables should be equal*

Approvals:
Instructions for setting up a digital signature.

Transfer From Project Manager

Date

Year	Project #	Account	Amount
2017	901703	5320-000	6300.00
Total*:			

Transfer To Project Manager

Date

CFO/Comptroller

Date

Transfer To

Year	Project #	Account	Amount
2017	901506	5300-000	6300.00
Total*:			

Reason for request:

We are using these funds to purchase a computer which may not arrive before December 31 and must be purchased using a credit card. As per our discussion with Basilio, it was decided it was easiest to put the money in a project that will be continuing in 2018 (901703 is ending in 2017).