

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	901506.03	1500-560	6000
2017	901506.04	5320-000	5000
2017	901703	5500-000	4950
Total*:			

Transfer To

Transfer To Project Manager

Date

Year	Project #	Account	Amount
2017	901506	5320-000	6000
2017	901506	5330-000	5000
2017	901703	5320-000	4950
Total*:			

CFO/Comptroller

Date

Reason for request:

1. Transferring \$6k for fiber optic penetrator cable from CIP to general expense as we have found a much less expensive option to build our own cable (total cost <\$5000).
2. Transferring \$5k for laser from CIP to non-capitalized expense as we have found less expensive lasers to meet the same needs and can purchase 2 with the total expense < \$5k.
3. Transferring \$4950 from travel to expense for feasibility study as a solution for 3D PIV was determined without the need to visit other labs. We would like to use the funds to start purchasing parts for this eventual system.