

UNIVERSITY OF SOUTH ALABAMA BUDGET TRANSFER REQUEST

[This form is to be used to transfer budgeted amounts from one FOAPAL account (fund, organization, account) to another FOAPAL account]

DATE: _____

TO: BUSINESS OFFICE

FROM: _____
(ORGANIZATION NAME)

PREPARED BY: _____

DOC#:

(For Business Office Use)

TRANSFER BUDGETED AMOUNTS FROM ACCOUNT : (CR)						(F O A P required)		
SEQ	FUND	ORGN	ACCT	PROG	ACTV	LOCN	DESCRIPTION (MAX 35 CHARACTERS)	AMOUNT
1	_____	_____	_____	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____	_____	_____	_____
4	_____	_____	_____	_____	_____	_____	_____	_____
5	_____	_____	_____	_____	_____	_____	_____	_____
6	_____	_____	_____	_____	_____	_____	_____	_____
7	_____	_____	_____	_____	_____	_____	_____	_____
							TOTAL TRANSFER FROM:	_____

TRANSFER BUDGETED AMOUNTS TO ACCOUNT : (DR)						(F O A P required)		
SEQ	FUND	ORGN	ACCT	PROG	ACTV	LOCN	DESCRIPTION (MAX 35 CHARACTERS)	AMOUNT
1	_____	_____	_____	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____	_____	_____	_____
4	_____	_____	_____	_____	_____	_____	_____	_____
5	_____	_____	_____	_____	_____	_____	_____	_____
6	_____	_____	_____	_____	_____	_____	_____	_____
7	_____	_____	_____	_____	_____	_____	_____	_____
							TOTAL TRANSFER TO:	_____

PURPOSE: _____

SIGNED	DATE	DEAN	DATE
DEPARTMENT HEAD, DIRECTOR, OTHER	DATE	CONTROLLER	DATE

BUSINESS OFFICE USE ONLY:	CODED BY: _____	REVIEWED BY: _____	RULE CODE: _____
	APPROVED BY: _____	ENTERED BY: _____	DOCUMENT #: _____
			DOCUMENT TOTAL: