

Southern Utah University

Budget Transfer Request

Submitted by: _____

Extension: _____

Department: _____

Date: _____

<u>From</u>		<u>Amount</u>	<u>To</u>	
<u>Account Index or Fund-Org-Prog</u>	<u>Acct or Type*</u>		<u>Account Index or Fund-Org-Prog</u>	<u>Acct or Type*</u>

Total:

Reason for transfer: _____

Authorized by: _____

Date: _____

*Standard budget types are Salary, Hourly Wages, Benefits, Current, Travel, Capital and Transfers

Note: Budget can only be transferred between accounts sharing the same fund number (typically 000100). For transfers between different fund numbers, use the Expenditure Transfer Request form located on the Controller's Office website or contact the Controller's Office for assistance.