TEXAS A & M UNIVERSITY- KINGSVILLE
BUDGET TRANSFER REQUEST

- Please supply the following information and **attach any additional documentation (memos)**:

Date: _____

Account Name: _____ Acct No:_____

Responsible Person: _____ Ext _____ MSC _____

EXPLANATION/TYPE

☐ BUDGET TRANSFER **TO ACCT:** _____
FROM ACCT: _____

☐ BUDGET TRANSFER BETWEEN POOLS (Complete the following):

		TO AMOUNT	**FROM AMOUNT**
BUDGET POOL			
SALARIES (GA or Unalloc FS)	1101	_____	_____
WAGES	1700	_____	_____
BENEFITS	1900	_____	_____
TRAVEL	3000	_____	_____
OPERATING & MAINT	4000	_____	_____

EXPLANATION FOR TRANSFER:

_____
_____
_____

☐ WOULD LIKE THIS CHANGE MADE ALSO IN NEXT YEAR'S BUDGET

APPROVAL /REVIEW

RESPONSIBLE PERSON: _____ DATE: _____

BUDGET OFFICER APPROVAL: _____ DATE: _____

Return to Jennifer Alexander, Budget Analyst, Finance & Administration MSC 104 or fax to ext. 4165.