

**TEXAS A & M UNIVERSITY- KINGSVILLE
BUDGET TRANSFER REQUEST**

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

Date: 4/15/04

Account Name: Sample Account 1 Acct No: 121001

Responsible Person: John Doe Ext 2899 MSC 104

EXPLANATION/TYPE

BUDGET TRANSFER TO ACCT: _____
FROM ACCT: _____

BUDGET TRANSFER BETWEEN POOLS (Complete the following):

BUDGET POOL	TO AMOUNT	FROM AMOUNT
SALARIES (GA or Unalloc FS) 1101	_____	_____
WAGES 1700	<u>1,000</u>	_____
BENEFITS 1900	_____	_____
OPERATING & MAINT 4000	_____	<u>1,000</u>

EXPLANATION FOR TRANSFER:

Transfer to cover current deficit and provide additional wage budget through August 31, 2004.

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

APPROVAL /REVIEW

RESPONSIBLE PERSON: John Doe DATE: 4/15/04

BUDGET OFFICER APPROVAL: Paula Hanson DATE: 4/15/04

Return to Paula Hanson, Assistant Comptroller, Finance & Administration MSC 104