



# Budget Transfer Form

Once completed **Submit by Email** to [budget@wcsu.edu](mailto:budget@wcsu.edu)

Budget Office Use Only	
Approver Initials:	
Processing Date:	
Budget Trsf ID #:	

Request Date:	
Submitted by:	
Division/Department:	

Dean's Approval if \$\$ exceeds \$1,000:	
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Division VP's Approval if \$\$ exceeds \$5,000:	
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Fund	Org	Org Name	Expense Account	Decrease (-)	Increase (+)
<b>Total Amount to be Transferred</b>					

**Justification for Budget Transfer(s):**

**Instructions:**

This form is to be used for the same budget category transfers/adjustments such as OE line-items. Budget transfers should be submitted in anticipation of incurred or upcoming commitments or expenditures so that the budget actually reflects the plans and spending of the department. The form must be completed and submitted to [budget@wcsu.edu](mailto:budget@wcsu.edu) for review and processing.

Transfer between Personal and OE are not allowed unless approved by the WCSU Chief Financial Officer. Transfer exceeding \$5,000 must be approved by Division VP. The Budget office will seek approval from WCSU Chief Financial Officer for those budget transfer requests equal or over \$100,000. Any permanent budget transfers should be included in the annual budget request submission for next fiscal year.