Print Form

AZUSA PACIFIC UNIVERSITY

Budget Transfer Request Form

FOR BUDGETED (10 Fund) DOLLARS ONLY

Please indicate the type of budgeted dollar transfer by checking one of the boxes.

☐ ***Permanent*** ☐ ***One Time***

(For **actual expense** activity (corrections, allocations, transfers, etc.), please use *Actual Expense Transfer Request* form.)

Explanation:
Must provide reason/purpose

BUDGETED DOLLARS INCREASE

Department Name	Fund	Department	Account	Project (if applicable)	Amount
	10				
	10				
	10				
	10				
	10				
	10				

BUDGET DOLLARS DECREASE (*Department with budget decrease must sign "Approved By"*)

Department Name	Fund	Department	Account	Project (if applicable)	Amount
	10				
	10				
	10				
	10				
	10				
	10				

REQUESTED BY:
(If different than approver)
Print Name _____ Signature _____ Ext./Phone: _____ Date: _____

APPROVED BY:
(Authorized Dept. Mgr.)
Print Name _____ Signature _____ Date _____

ENTERED BY:
Business Office Signature _____ Date _____ Reference # _____

Approver, please scan signed form and email to budget@apu.edu.

To avoid duplication, please keep hard copy for your records.