

Budget Transfer Form

University of North Carolina School of the Arts
Once completed **Submit by Email** to **BudgetOfficeForms@uncsa.edu**

Budget Office Use Only

Journal Entry:

Transaction Date:

Budget Period:	Rule Code:
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- 1 ☐ Recurring Transfer (permanent transfer that remains in effect **beyond** the current fiscal year)
 - ☐ Non Recurring Transfer (one time transfer that **only** affects the current fiscal year)
 - 2 ☐ Flex Transfer (transfer between **two or more** purpose codes (101, 152, etc.), and/or between labor accounts **and** operating pools)
 - ☐ Non Flex Transfer (transfer within **one** purpose code (101, 152, etc.), between **either** labor accounts **or** operating pools)
 - ☐ Position to Position Transfer (transfer within a **single labor account** (ex: 613100) between two or more position/activity numbers)

Amounts in **Whole Dollars** Only

3	Fund	Labor Account or Operating Pool	Position Number (Activity Number)	Labor Account or Operating Pool Description	Increase (+)	Decrease (-)
	TOTAL					

- #### 4 Detailed Justification (required for processing)

[illegible]

- 5** ORIGINATOR

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Date of Submission

11/11/2019

- ## 7 BUDGET OFFICE APPROVAL

- ## 6 CABINET LEVEL APPROVAL

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NOTE: Cabinet Level Approval must be obtained for **Flex Transfers** before coming to the Budget Office. This is **not** required for Non Flex Transfers or Position to Position Transfers.