

## Budget Transfer

1. Budget transfers are normally initiated by campus department and/or grant director.
2. Budget transfers require approval from:
  - a. Type A- Department Management or Grant Director.
  - b. Type B- VP, Assoc. VC, President, Chancellor and Board (the Budget Office will submit transfer for Board Approval).
3. Transfer requests normally come in Type A or Type B.
4. Type A transfer is a transfer within major object code. (4000 to 4000 etc.)
5. Type B transfer is a transfer between major object codes. (4000 to 5000 etc.)
6. Budget transfers can be either permanent or one-time.
7. Once a Budget Transfer form is completed with approvals, the document is sent to the campus Financial Technical Analysts.
8. The department should review Galaxy for verification of completed budget transfer.
9. Review Budget transfer worksheet.

2/25/2020- Updated Budget Office