BOWIE STATE UNIVERSITY

REQUEST FOR: BUDGET TRANSFER ** NEW BUDGET ** BUDGET REVISION**

CHECK ACTION REQUESTED:	☐ NEW BUDGET	☐ BUDGET TRANSFER	☐ BUDGET REVISION

DECREASE							INCREASE							BUD OFF ONLY
$Amount	Fund	Usource	CL	Grant #	(Revenue Only) Account	Fiscal Year	$Amount	Fund	Usource	CL	Grant #	(Revenue Only) Account	Fiscal Year	JOURNAL #
$ -	TOTAL DECREASE						$ -	TOTAL INCREASE						

JUSTIFICATION/EXPLANATION:

ROUTING/SIGNATURES:

1. Preparer/Department Head/Dean/Chair — **Date**

2. President/Area Vice President — **Date**

3. Grants Compliance (Fund 43 Only) — **Date**

4. Grants Accounting (Fund 43 Only)

5. University Budget Office — **Date**

FUND = 40 (STATE FUNDED/AUXILIARY) OR 43 (RESTRICTED/GRANT FUNDED)
Usource =US23XXXX BSU Peoplesoft Mapping Tables.xlsx **BSU ChartString Mapping Tab**
CLASS (CL) = Class Code (EXAMPLE: 01)
ACCOUNT = Account Code : BSU Peoplesoft Mapping Tables.xlsx **BSU Accounts to Worktags Tab-Revenue Category Column**

INSTRUCTIONS - Submitted via email or hard copy with proper approval/signatures
1. Transferring funds from class 01/02 requires the Department Head and your area VP's approval. **PLEASE STATE WHAT VACANCY IS BEING USED IN YOUR JUSTIFICATION**.
2. Budget Transfer forms totaling above $50,000 requires department head and VP approval.
3. If not included in (1) & (2), it ONLY requires department head approval.