

SF SANTA FE COLLEGE

Budget Transfer Request Form

Use this form to request budget transfer from one or more departments to another and/or one line item to another.

- To increase budget only, use the **To** section.
- To decrease budget only, use the **From** section.
- All transfers must include a GLC for each amount.
- Total From and Total To must be equal for transfers.

Date _____

Update Original __Y __N

Budget Entry Number _____

FROM			
Account	GLC	Amount	
TOTAL FROM:		\$	

TO			
Account	GLC	Amount	
TOTAL TO:		\$	

Brief Explanation (Required)

Signature _____
Budget Authority of Originating Account

Budget Review _____
Office for Finance Approval

Authorization _____
VP of Administrative Affairs

Processed By _____ Date _____