

**NORTH FLORIDA COLLEGE
BUDGET TRANSFER REQUEST FORM**

Instructions for completing form:

1. Enter the department numbers, object codes, and amounts for the budgets to be increased/decreased on the appropriate lines.
2. Provide a justification statement relating to the budget transfer request.
3. Obtain all appropriate signatures and send the form to the Business Office.
4. The total budget increased must equal the total budget decreased.

	DEPARTMENT NO.	OBJECT CODE	AMOUNT
1.) <u>BUDGET TO BE INCREASED</u>			

TOTAL AMOUNT INCREASED _____

BUDGET TO BE DECREASED

TOTAL AMOUNT DECREASED _____

2.) JUSTIFICATION STATEMENT

Please provide justification for the need to transfer budgeted funds from one object code to another, or from one department to another. Include rationale relating to the affect of not utilizing the funds that are to be transferred from one account to another.

3.) APPROVAL SECTION

REQUESTOR: _____

DATE: _____

DEPT. CHAIR: _____

DATE: _____

VICE PRESIDENT : _____

DATE: _____

DEAN OF ADMIN SERVICE : _____

DATE: _____

PRESIDENT : _____

DATE: _____