



**NORTH FLORIDA COLLEGE
BUDGET TRANSFER REQUEST FORM**

Instructions for completing form:

1. Enter the organization numbers, account 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.

NOTE: The total budget increased must equal the total budget decreased.

1.) BUDGET TO BE INCREASED

Fund Code	Organization No.	Account Code	\$ Amount		

Total Amount Increased \$ _____

1.) BUDGET TO BE DECREASED

Fund Code	Organization No.	Account Code	\$ Amount		

Total Amount Decreased \$ _____

2.) JUSTIFICATION STATEMENT

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

3.) APPROVAL SECTION

Requestor: Signature _____ Print _____ Date: _____

Dept. Head: Signature _____ Print _____ Date: _____

President: Signature _____ Print _____ Date: _____

Dean of Admin. Services: Signature _____ Print _____ Date: _____