

Budget Transfers

A Budget Transfer Request, or a “BTR” is a form used to request the movement of funding from one budget line to another. This can be between lines of the same department account, or between departments (as when funding is transferred into your department account to reimburse for an expense being paid for by the Dean’s Office).

Budget transfers can only be done within the same fund. For example, department operating accounts are in fund 0010 -unrestricted funds. Funding from an operating account cannot be transferred to a gift account or an endowment (these would be fund 02XX).

Fill out the BTR by indicating the department and date at the top, and an explanation at the bottom of the form. In the “From” and “To” sections, fill in the chart fields and amounts (use only whole dollars – do not include cents) for the transfer. The totals of the “To” and “From” section must be equal. Have your Chair sign the form, and submit the BTR to the Budget Manager to be approved and sent to the Budget Office for processing.