

Alabama A&M University

Budget Transfer Request

Date: _____

Requesting Organization: _____
(School, Grant or Project Title)

Budget Unit Name: _____

Budget Unit Number: _____
(Fund, Org, Program)

Budget Transfer Between Pools
***Do not include cents**

<u>Budget Pool</u>		<u>To Amount (DR)</u>	<u>From Amount (CR)</u>
Salaries	6100	\$ _____	\$ _____
Adjunct	6110	\$ _____	\$ _____
Student Wages	6150	\$ _____	\$ _____
Benefits	6200	\$ _____	\$ _____
Supplies	7300	\$ _____	\$ _____
Student Aid	7320	\$ _____	\$ _____
Travel	7340	\$ _____	\$ _____
Contracts & Services	7430	\$ _____	\$ _____
General Expenses	7490	\$ _____	\$ _____
Capital Equipment	7700	\$ _____	\$ _____
Transfers Out	8200	\$ _____	\$ _____
Total		\$ _____	\$ _____

Justification for Transfer:

Requested by: _____
(Budget Manager)

Date: _____

Approved by: _____
(Extension)
(Dean of School/Dept. Head)

Date: _____

Approved by: _____
(Vice President)

Date: _____