

Utah Valley University

Budget Transfer Request

Date: 2/21/2018
 Fiscal Year: FY18

| | Index Name | Banner Index Number | Banner Account | Amount | | Index Name | Banner Index Number | Banner Account | One Time/ Permanent |
|-------|------------|---------------------|----------------|--------|---------|------------|---------------------|----------------|------------------------|
| 1 To: | | | | | Source: | | | | |
| 2 To: | | | | | Source: | | | | |
| 3 To: | | | | | Source: | | | | |
| 4 To: | | | | | Source: | | | | |
| 5 To: | | | | | Source: | | | | |
| 6 To: | | | | | Source: | | | | |
| 7 To: | | | | | Source: | | | | |

Reason:

Signatures:

Submitted By: _____

Administrator: _____

(responsible party or administrator of source accounts)

Budget Office: _____

Banner accounts are hourly faculty-621001, hourly staff-625001, benefits-630000, current-710000, travel-750000 and capital-770000.

Amounts to rounded to nearest dollar.

Please specify where transfer is one time or permanent. (1x = one time P = permanent)

Budget transfers can only be made between hard money indexes. Indexes are all numerical

All other transfer need to made with a journal voucher. Contact Business Office ext 8294

All transfers made to hourly or salary funds must include the appropriate transfer to benefits. Questions contact Budget Office ext 8516.