

U.C. Hastings College of the Law  
**BUDGET TRANSFER REQUEST**

Department Name: _____		
Budget Manager Approval: _____		Date: _____
FROM ACCOUNT/OBJECT: _____	TO ACCOUNT/OBJECT: _____	AMOUNT _____
Reason for transfer request: _____		
_____		
_____		
_____		
FROM ACCOUNT/OBJECT: _____	TO ACCOUNT/OBJECT: _____	AMOUNT _____
Reason for transfer request: _____		
_____		
_____		
_____		
FROM ACCOUNT/OBJECT: _____	TO ACCOUNT/OBJECT: _____	AMOUNT _____
Reason for transfer request: _____		
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_____		
FROM ACCOUNT/OBJECT: _____	TO ACCOUNT/OBJECT: _____	AMOUNT _____
Reason for transfer request: _____		
_____		
_____		
_____		
<b>FOR FISCAL SERVICES USE ONLY:</b>		
Funds reviewed and entry processed by: _____		
<b>REFERENCE NUMBER: B</b>		<b>CHANGE DATE:</b> _____

**THIS FORM TO BE USED FOR TRANSFERS BETWEEN OBJECT CODES ONLY**

1. Only whole dollars will be transferred. Indicate the reason for the transfer request ("no money" or "extra money" are not acceptable reasons).
2. The budget manager must approve the request by signing in the space provided.
3. Retain a copy for your records and forward this form to Fiscal Services. When you receive your monthly budget statement, verify that your request was correctly entered. If disapproved the form will be returned with a reason indicated for the disapproval.
4. If you have any questions about completing this form, please call the Budget Analyst in Fiscal Services at 565-4824.