Budget transfers are transfers of budget funds from the following:

* Within one account from one budget pool to another
* From one account to another-there are some guidelines to follow on these types of transfers
	+ Generally, transfers from accounts with the same account prefixes are appropriate because they are funded from the same source, such as State Appropriations, Designated Tuition,

Example: 120012 to 120015 OK

 120012 to 170012 OK

 280102 to 280105 OK

Where can funds be transferred to and from:

|  |  |  |
| --- | --- | --- |
| **Fund Source** | **Account Sequence** | **Appropriate Transfers** |
| State Appropriations | 120001-139999170001-189999 | 12 to 13 and vice versa12 to 17 and vice versa12 to 18 and vice versa |
| State Appropriations-Research Development Funds | 140xxx | Only to other RDF accounts-1401xx |
| State Appropriations-Special Items | 1601xx | Cannot be transferred out or funds transferred in.Funds can be transferred within account’s budget pools. |
| State Appropriations-HEF | 1609xx | Transfers to other 1609xx or to 8306xx |
| IDC Funds | 225xxx | Transfers to other “225xxx” or IDC accounts only. |
| Designated Tuition | 28xxxx | Primarily to other 28xxxx accountsTo 3xxxxx, 4xxxxx or 830xxx with appropriate approvals. |
| Course Fee Accounts | 2xxxxx | Accounts that have “Fee” in titleNo transfers to other accounts without appropriate approvals. |
| Auxiliaries | 3xxxxx | Primarily only to accounts funded from same sources or with same functions. |
| Scholarships | 4xxxxx | Transfers only upon appropriate approvals. |
| Grants and Contracts | 6xxxxx | Grants account transfers require approval from Grants office. Contracts account transfers can be made if within contract agreements. |
| Gift Accounts | 2xxxxx, 4xxxxx, 6xxxxx | Gift funds are usually restricted. Transfers require appropriate approvals. |
| Construction Accounts | 830xxx | Transfers only upon appropriate approvals. |

Who can initiate Budget Transfers?

* Account Responsible Manager
* Business Coordinators
* Dean’s
* VP’s
* Budget Office

When should a Budget Transfer be initiated?

* To budget by pool or category within an account. This will make the account much easier to review and analyze.
* To transfer funds upon approval from one account to another. Account managers should analyze available funds and planned expenditures. Expenditures can be moved, if appropriate, from one account to another instead of mixing funds from different sources if the function or primary purpose is the same for both accounts.

How can a Budget Transfer be accomplished?

* Department can initiate a transfer using the DBR module. This will be routed for appropriate review and approvals.
* Complete a budget transfer form and submit it to the Budget Office for approval and processing.