UNIVERSITY OF NORTH CAROLINA
SCHOOL *of the* ARTS

Budget Transfer Form

University of North Carolina School of the Arts
Once completed **Submit by Email** to **BudgetOfficeForms@uncsa.edu**

Budget Office Use Only	
Journal Entry:	
Transaction Date:	
Budget Period:	Rule Code:

1 ◯ Permanent Transfer
◯ Non Permanent Transfer

2 ◯ Flex Transfer (transfer(s) between purpose codes and/or operating and labor)
◯ Non Flex Transfer (transfer(s) within purpose codes using **either** operating pools **or** labor accounts)

Amounts in Whole Dollars Only

3

Fund	Labor Account or Operating Pool	Position Number (Activity Number)	Labor Account or Operating Pool Description	Increase (+)	Decrease (-)
			TOTAL		

4 Detailed Justification (required for processing)

5 ORIGINATOR

OAA/COO APPROVAL

Date of Submission

Sections 1-5 are to be filled out in their entirety. Forms will be returned for sections that are incomplete. See Guidelines for further instructions.

6 BUDGET OFFICE APPROVAL

Print Form

Revised 11.29.10