



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** Recurring Transfer (permanent transfer that remains in effect **beyond** the current fiscal year)
- Non Recurring Transfer (one time transfer that **only** affects the current fiscal year)
- 2** Flex Transfer (transfer between **two or more** purpose codes (101, 152, etc.), and/or between labor accounts **and** operating pools)
- Non Flex Transfer (transfer within **one** purpose code (101, 152, etc.), between **either** labor accounts **or** operating pools)
- Position to Position Transfer (transfer within a **single labor account** (ex: 613100) between two or more position/activity numbers)

Amounts in **Whole Dollars** Only

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

Date of Submission

7 BUDGET OFFICE APPROVAL

6 CABINET LEVEL APPROVAL

NOTE: Cabinet Level Approval must be obtained for **Flex Transfers** before coming to the Budget Office. This is **not** required for Non Flex Transfers or Position to Position Transfers.