EAST TEXAS BAPTIST UNIVERSITY
BUDGET TRANSFER REQUEST

ENTRY #:_____ ENTERED BY:_____ DATE:_____

ACCOUNT NUMBER			ACCOUNT DESCRIPTION	AMOUNTS (see instr.)			
FD	DEPT.	OBJECT		DEBIT		CREDIT	

INSTRUCTIONS:

PLEASE PROVIDE A DETAILED EXPLANATION AND ATTACH ANY SUPPORTING DOCUMENTS

DEBIT - TO INCREASE BUDGET FOR AN ACCOUNT

CREDIT - TO DECREASE BUDGET FOR AN ACCOUNT

EXPLANATION

BUDGET TRANSFERS MUST BE PROPERLY AUTHORIZED ON THIS FORM AS FOLLOWS:

DEPARTMENT CHAIR:_____ **DATE:**_____

DIVISIONAL VP:_____ **DATE:**_____

VP OF ADMIN. & FINANCE:_____ **DATE:**_____