

Entry Number _____
 Transaction Date _____
 (Assigned by Accounting)

BUDGET TRANSFER

(to move budget to a proper account for expenses to be made)

General Ledger Account Number	Account Description	Increase available expense budget Debit	Decrease available expense budget Credit

Explanation

Approvals

Requesting Dept: _____ Signature _____ Title _____ Dept. Name/Phone # _____ Date	Counter Approval: _____ Signature _____ Title _____ Dept. Name/Phone # _____ Date	Controller: _____ Signature _____ Date
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