



Office of Academic Affairs

Request for Budget Transfer or Journal Entry

INSTRUCTIONS:

- Fill in all information, including the justification, and obtain approval from the Financial Manager and appropriate AVP, Dean, and Director (if applicable).
- Forward Budget Transfer Request Form to Academic Affairs for processing (robinsonl4@southernct.edu).
- Academic Affairs will request the budget transfer or journal entry via e-mail to the Budgeting Department or Accounting.

Budget Transfer

Journal Entry (move expenses)

Requested by: _____

Division/ Department: _____

Phone: _____

Request Date: _____

Budget/Journal Entry to be Transferred from:		
Index Number & Name	Account Number & Description	Amount
<small>For example: VPA001, Academic Affairs</small>	<small>For example: 700000, OE</small>	
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total:		_____

Budget/Journal Entry to be Transferred to:		
Index Number and Name	Account Number & Description	Amount
<small>For example: VPA001, Academic Affairs</small>	<small>For example: 700000, OE</small>	
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total:		_____

JUSTIFICATION:
Please include a detailed justification, as well as Banner details for journal entry.

APPROVALS:

Financial Manager:
(If applicable)

Date Approved: _____

AVP/Dean/Director:

Date Approved: _____

Provost: _____

Date Approved: _____

To be completed by Academic Affairs:

Banner Posting Date: _____