Budget and Finance transfer form, effective March 2011:

SAN DIEGO STATE UNIVERSITY Budget Transfer Request DEPT'S. ID # B&F TRF #]		
Please	e use	ì				Nan	ne of Organiza	ation/Department ini	tiating the transfer	:		1
curre	ent/active							use whole dollar	Ensure enough bud	lget		. 1
ACCOUNTI month	n & year							amounts for GF	in accounts associate with CREDIT column		I	* Use line identifiers
EFF DATE	000	ACT	NAT	ENDIA	FUMB	FUNC	DELL	transfers TO	FROM	TRFID		(for multiple TRFs) and keywords
(format MMM- YYYY)	ORG (5)	ACT (3)	ACCT (5)	ENDV (4)	FUND (4)	FUNC (4)	RFU (4)	(DEBIT)	(CREDIT)	(AUTOFILL)	DESCRIPTION	i.e:
1111)	(3)	(3)	(3)	(7)	(7)	17		(DEBIT)	(CREDIT)		DECCRIT TION	a. Supplies Reimb 10/11 FY b. 1X Equip Allocation
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APPROVALS:					_				_		_	
Account Manager			Date Divisional Coordinator						Date			

The main change is that now we ask that you provide a line by line description; please see DESCRIPTION column on the next page for examples of line descriptions:



Budget Transfer Request

KPBS 026	

B&F TRF #

DEPT'S, ID#

						Nam	e of Organizati	ion/Department initia	ating the transfer:	KPBS	
ACCOUNTING FL	CCOUNTING FLEXFIELD:										
EFF DATE (format MMM- YYYY)	ORG	ACT	NAT ACCT (5)	ENDV (4)	FUND (4)	FUNC (4)	RFU (4)	TO (DEBIT)	FROM (CREDIT)	TRF ID (AUTOFILL)	DESCRIPTION
MAR-2011	33100	000	66030	0000	1006	1801	0000		20,000.00	TRF; KPBS 026	a. Supplies Reallocation
MAR-2011	33100	304	66030	0000	1006	1801	0000	5,000.00		TRF; KPBS 026	a. Supplies Reallocation
MAR-2011	33100	418	66030	0000	1006	1801	0000	15,000.00		TRF; KPBS 026	a. Supplies Reallocation
MAR-2011	33100	000	66265	0000	1006	1801	0000		535.00	TRF; KPBS 026	b. PO Contribution
MAR-2011	60100	000	66030	0000	1006	3101	0000	535.00		TRF; KPBS 026	b. PO Contribution
MAR-2011	33100	000	66030	0000	1006	1801	0000		1,500.00	TRF; KPBS 026	c. Student Asst Alloc (Computer Services)
MAR-2011	33100	005	60150	0000	1006	1801	0000	1,500.00		TRF; KPBS 026	c. Student Asst Alloc (Computer Services)
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TOTAL: 22,035.00 Values match-OK to process Additional Information:											
a. to cover proje			plus to PO,	c. new stude	nt hire effect	ive 3/1/11.					
APPROVALS:											
Account Manager				Date		Divisional Coor	rdinator			Date	

This allows you to submit multiple transactions on a single form.

The next tab provides additional lines:

ACCOUNTING FL	EXFIELD:										
EFF DATE (format MMM- YYYY)	ORG (5)	ACT (3)	NAT ACCT (5)	ENDV (4)	FUND (4)	FUNC (4)	RFU (4)	TO (DEBIT)	FROM (CREDIT)	TRF ID (AUTOFILL)	DESCRIPTION REQUIRED
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							TOTAL:	0.00	0.00	Values matc	h-OK to process

Please remember to:

- Fill in all required yellow fields
- Validate accounts and budget
- Ensure effective date (month and year) is current or open in Oracle
- Include all necessary approvals
- Use additional tabs for supporting documentation