

## BUDGET TRANSFER REQUEST FORM

**Instructions:** Fill in the pertinent information and email to the department approver to sign digitally (instructions for signing digitally below). If additional approvers are required, email to the next approver. The last approver emails the budget transfer to Pat Zimmerer [pzimmerer@twu.edu](mailto:pzimmerer@twu.edu) in the budget office for processing.

<b>DATE:</b>	
<b>FROM:</b>	<b>TO:</b>
<b>COA STRING:</b>	<b>COA STRING:</b>

AMOUNT	CATEGORY DESCRIPTION	AMOUNT	CATEGORY DESCRIPTION

- |   |  |
|---|--|
| RESTE = Carryforward<br>FACUL = Faculty Salaries<br>STAFF = Staff Salaries<br>WAGES = Wages<br>PTFCY = Part-Time Faculty Salaries<br>PRCST= Fringe Benefits | MAOPR = Maintenance & Operations<br>TRAVL = Travel<br>CAPO2 = Capital<br>SCHOL = Student Support<br>TRAN2 = Overhead |
|---|--|

<b>REASON:</b>
----------------

DEPARTMENT APPROVER SIGNATURE/S	TITLE

**PLEASE SIGN WITH A DIGITAL SIGNATURE.**  
 (How to Create a Digital Signature: <https://helpx.adobe.com/acrobat/using/digital-ids.html>)