

PROCEDURES NO. 402.1

Area: Finance

Adopted: March 27, 1998

Revisions Approved:

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SUBJECT: Budget Modifications

Transferring funds from one appropriation to another --

1. Transfers within organizations between appropriations (operations to operation) need approval by the appropriate cabinet member and the Vice President for Administration and Finance. The Budget Office will complete the transfer after verification of available funds.
2. Transfers between organizations and transfers involving salary appropriations to operation appropriations or vice versa also require approval by the President.
3. The Vice President for Administration and Finance will obtain the President's signature if needed. The Budget Office will distribute approved copies after implementation of the transfer.
4. The "Transfer To" and "Transfer From" information should be completed in total:
 - a. Specify the Organization Number
 - b. Specify the correct Object Code
 - c. State the amount in whole dollars, i.e., \$35 rather than \$35.02