

Procedure No. 402.1

Area: Finance

*Original signature is on file in
Administration & Finance*

Adopted: March 27, 1998

Certified by _____
Dr. Cynthia Jackson- Hammond
University President

Revisions Adopted: June 9, 2016

SUBJECT: Budget Modifications

Transferring funds from one appropriation to another -

1. Transfers within organizations between appropriations (operation 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.
4. The "Transfer To" and "Transfer From" information should be completed in total:
 - a. Specify the Fund Number
 - b. Specify the Organization Number
 - c. Specify the correct Account Number
 - d. State the amount in whole dollars, i.e., \$35 rather than \$35.02