



BUDGET TRANSFER FORM

Purpose: This form is used to record transfer of budgeted (planned) funds due to a change in funding source or planned expenditures. Debits are used to increase expenditures or decrease revenues, where credits are used to decrease expenditures and increase revenues.

Account Code	Debit	Credit	Comments
	\$ -	\$ -	

Budget amendment group:	Default	Fiscal Year:	2019-2020
Batch:		Date Entered:	

Description:
(include description or explanation for budget transfer)

Prepared by:		Approved by:
(name and position)		