

Funding Transfer Form

Budget Office
3201 Arch St., 4th Floor, Suite 400
(215) 895-4960

Budget/Accounting Use Only

Doc. No. _____

Approval _____

Date _____

Data Entry _____

Date _____

Use this form to transfer budget or funding from one cost center to another. Provide all of the information requested by referring to the **WEB*FINANCE** Account Summary Page or the monthly Salary Report. To correct transactions recorded in your cost center, complete the **Transaction Correction Form**.

Complete for budget transfers:

Permanent

Temporary

FROM Cost Center:

Title	Fund Number	Org Number	Account Number	Activity Code (Optional)	Amount	Position No. (required for salary transfers)

Total

TO Cost Center:

Title	Fund Number	Org Number	Account Number	Activity Code (Optional)	Amount	Position No. (required for salary transfers)

Total

Budget/Accting
Use
Seq. No.

Reason for transfer:

Position Evaluation Form **MUST** be attached for new administrative, professional, support or union positions.

Title of new position:

For faculty positions, contract type:

Contract Type =Regular or Adjunct

Dept No. for Position:

Rank:

Rank=Full Prof., etc.

Approvals:

Cost Center Administrator	Signature	Date
VP/Dean (as required by Dept)	Signature	Date
Senior VP (required for salary transfers)	Signature	Date
President (as required for salary transfers)	Signature	Date

Fully completed forms will be processed pending budget availability. To transfer funding in sponsored program cost centers, contact the Research Administration Office.