UNIVERSITY of ST.THOMAS MINNESOTA

Request for Budget Revision / Transfer

Budget Year 20_____ - _____

Instructions for completing form on reverse side

	Revision (R) or Transfer (T) (See Instruction #1)	Banner Index Number to be Increased or Transferred To	Account Code (See Instruction #2)	Banner Index Number to be Decreased or Transferred From	Account Code (See Instruction #2)	Amount (Whole Dollars Only)
1	☐ T ☐ R					$
2	☐ T ☐ R					$
3	☐ T ☐ R					$

For each of the above requested revisions / transfers complete corresponding lines below:

on (a) List a description of the transfer

on (b) Explain your reason for the request

1 (a) ____________________

(b) ____________________

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2 (a) ____________________

(b) ____________________

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3 (a) ____________________

(b) ____________________

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Approvals

Initiated By: **(Please Print)**	Mail #	Date	Ext. 2-
Department Head Signature		Date	
Vice President Signature		Date	
Budget Office Signature		Date	
Vice President Finance & Administration Signature		Date	

Entered by			Date	Ref. No.
Journal Type	BD 01	BD 02	BD 04	BD4

Revised 8 / 03

Instructions for Completing the Request for Budget Revision and/or Transfer Form

1. Use this form for:
   a. **Budget Revisions** (to increase or decrease a Banner Index without affecting another Banner Index),
   b. **Budget Transfers** (from one Banner Index to another).

2. Use Detailed account codes (i.e. 62101, 72110, 75101 etc.) in the Account Code column.

3. Please use this form for budget revisions or transfer ONLY. Do not use this form if you can complete the budget transfer through Banner Self Service Finance. Do not use this form to correct accounting errors, to charge other departments, or similar entries. **NOTE:** Use the on-line journal voucher form which is available on the Business Office website: http://www.stthomas.edu/businessoffice/Faculty_staff/OnlineJournalVoucher.htm

4. Do not use this form for restricted funds (6-digit Banner Indexes). Budget changes CANNOT be made in restricted accounts. Call the Controller's Office at Ext. 2-6105 if you have any questions.

5. Complete an explanation for each request. Your explanation on line (a) will appear on your department reports. Use line (b) to aid the Budget Office in understanding the nature of the request.

6. Approvals:
   a. The person preparing the form (initiator) should PRINT his/her full name, mail #, date and phone number in the appropriate area.

   b. The department head must sign, date and forward the request to the responsible vice president.

   c. The vice president must sign, date and forward the request to the Controller's Office (AQU219).

   d. The vice president for Finance and Administration will sign and date the form and return it to the Controller's Office.

7. The form will be processed in the Controller's Office and an email will be sent to the initiator when processing is completed.