

HAMPTON UNIVERSITY
Hampton, Virginia 23668

Budget Transfer

Date _____

Department _____

Index Number _____

Budget Transfer No.: _____
(BUSINESS OFFICE USE ONLY)

Request is hereby made for change in the budget appropriation available to this department as follows:

New appropriation:\$ _____

Transfer of Appropriation:

| | | | | | |
|------------------|-----------|------------|---------------------------|-------------|----------|
| From: Fund _____ | Org _____ | Prog _____ | Account Description _____ | Acct. _____ | \$ _____ |
| To: Fund _____ | Org _____ | Prog _____ | Account Description _____ | Acct. _____ | \$ _____ |

The Budget adjustment requested above is required to permit the effective functioning of this department.
Specific explanation and justification of this request follows:

Chairman or Head of Administrative Unit

School Dean/Director

DO NOT WRITE BELOW THIS LINE

| Comment | Comment | Action |
|--------------------------------------|-----------------------|-----------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| Executive Vice President and Provost | Treasurer's Signature | President's Signature |

INSTRUCTIONS: Request pertaining to budgets of instructional and other areas under the supervision of the Academic Dean should be submitted to that office before transmission to the Office of the Treasurer. All other areas should submit requests directly to the Treasurer's Office. After review by personnel in the Treasurer's Office, action will be taken by the President and a copy of the executed copy form sent to the department and to the Treasurer's Office.

WHITE: TREASURER'S OFFICE

CANARY: DEPARTMENTAL COPY