

# Nashville State Community College REQUEST TO TRANSFER FUNDS

SCREEN 010

Fiscal Year of Transfer: \_\_\_\_\_

**BUDGET TRANSFER**

<b>Increase Account Information:</b>	Fund _____
Organization Name: _____	Organization _____
Account Name: _____	Account _____
	Program _____

Trans Code:   2  

1. Non-salary transfer object codes should be the pool account.
2. Pool Objects are: 3000 (Travel), 4000 (Operating), 8000 (Equipment).
3. Transfers should be rounded to the nearest ten dollars.
4. This form is used to transfer funds not expenses.

Trans Date: \_\_\_\_\_

Description: TRANSFER

Amount: \_\_\_\_\_

<b>Decrease Account Information:</b>	Fund _____
Organization Name: _____	Organization _____
Account Name: _____	Account _____
	Program _____

JUSTIFICATION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>Required Approvals:</b>
Level 1 Amounts less than or equal to \$1,000
Level 2 Amounts above \$1,000 and up to \$2,500
Level 3 Amounts above \$2,500 and all salary transfers, regardless of amount

**Requested by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Dean:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Approval Definitions:</b>
Level 1 - Department Head and Budget Coordinator
Level 2 - Department Head, Dean, Vice President, and Budget Coordinator
Level 3 - Department Head, Dean, Vice President, Budget Coordinator, and President

**Vice President:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Budget Coordinator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**President:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**HR Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Salary transfers only)