



Budget Journal Form

Transfer Type			Requestor Name			Department	
Budget Setup Click here for more information			Thomas Rothman			Student Life	
<p>Note: "Budget Transfer" is used to move your existing budget between accounts. (Whole numbers ONLY) "Budget Setup" is used to allocate funds from new grants and revenue. (Whole numbers or exact numbers)</p>							
Explanation of Request to Move Funds:						Fund Type	
<p>A club fundraises \$500 and deposits with the Business Office. Line 1 increases the revenue budget by \$500 for this new deposit. Lines 2-4 increase the budget in 3 expense accounts for a total of \$500. The amount to increase on the revenue side (line 1) must always equal the total increased on the expense side (lines 2-20).</p>						<p>ASB </p> <p>Click here for information on when to use this form or CLASS-Web.</p>	
Seq #	Fund	Org	Account	Program	Increase	Decrease	Type
1	903980	39330	8890	880000	500.00		
2	903980	39330	4020	690200	200.00		
3	903980	39330	5870	690200	150.00		
4	903980	39330	5884	690200	150.00		
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Document Total:			1,000.00		1,000.00		
Signatures for Approval							

OFFICE OF ADMINISTRATIVE SERVICES USE ONLY							
Reviewed: _____	Verified: _____	Approved: _____					
<i>Administrative Services</i>	<i>Administrative Services Officer</i>	<i>VP, Administrative Services</i>					
Rec'd: _____	Entered: _____	Doc #: _____	Trans Date: _____	Sent to DO: _____			
TR 4/19/23							