



Budget Journal Form

Transfer Type	Requestor Name	Department
Budget Transfer Click here for more information	Thomas Rothman	VP Administrative Services

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)

Explanation of Request to Move Funds:	Fund Type
The sample FOAP below is reducing the budget in Overtime and Conferences and increasing the budget in Institutional Memberships and Software Subscriptions by an equal amount. Because a 2XXX account is being adjusted, this form is being used as opposed to CLASS-Web.	District-Clearing Click here for information on when to use this form or CLASS-Web.

Seq #	Fund	Org	Account	Program	Increase	Decrease	Type
1	103001	30001	2303	601000		300.00	
2	103001	30001	5220	601000		150.00	
3	103001	30001	5301	601000	200.00		
4	103001	30001	5851	601000	250.00		
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Signatures for Approval

OFFICE OF ADMINISTRATIVE SERVICES USE ONLY

Reviewed: _____ Verified: _____ Approved: _____
Administrative Services *Administrative Services Officer* *VP, Administrative Services*

Rec'd: _____ Entered: _____ Doc #: _____ Trans Date: _____ Sent to DO: _____

TR 4/19/23