



Funding Transfer Form

Budget Office
 3201 Arch St., 4th Floor
 (215) 895-4960

| | |
|----------------------------|------------|
| Budget/Accounting Use Only | |
| Doc. No. _____ | |
| Approval _____ | Date _____ |
| Data Entry _____ | Date _____ |

Use this form to transfer budget or funding from one cost center to another. Provide all of the information requested by referring to the WEB*FINANCE Account Summary Page or the monthly Salary Report. To correct transactions recorded in your cost center, complete the Transaction Correction Form.

Complete for budget transfers: Permanent Temporary

FROM Cost Center:

| Title | Fund Number | Org Number | Account Number | Activity Code (Optional) | Amount | Position No. (required for salary transfers) | Budget/Accounting Use Seq. No. |
|--------------|-------------|------------|----------------|--------------------------|--------|----------------------------------------------|--------------------------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Total | | | | | | | |

TO Cost Center:

| | Fund Number | Org Number | Account Number | Activity Code (Optional) | Amount | Position No. (required for salary transfers) | |
|--------------|-------------|------------|----------------|--------------------------|--------|----------------------------------------------|--|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Total | | | | | | | |

Reason for transfer:

Position Evaluation Form MUST be attached for new administrative, professional, support or union positions.

Title of new position:
 For faculty positions, contract type:
 Contract Type =Regular or Adjunct

Dept No. for Position:
 Rank:
 Rank=Full Prof., etc.

Approvals:

| | | |
|----------------------------------------------|-----------|------|
| Cost Center Administrator | Signature | Date |
| VP/Dean (as required by Dept) | Signature | Date |
| Senior VP (required for salary transfers) | Signature | Date |
| President (as required for salary transfers) | Signature | Date |

Fully completed forms will be processed pending budget availability. To transfer funding in sponsored program cost centers, contact the Research Administration Office.