



Budget Transfer/Fund Transfer Form

The Banner Finance System does not allow a department to encumber purchase orders on their overall budget. The system requires budget in object code pools specific to the commodity being purchased in order for an encumbrance to be placed on your account.

For example, if you desire to purchase a new computer, you would need to encumber funds at the Equipment budget pool level of 700390. If you do not have funds in the Equipment budget pool, the OK Corral purchasing system will return your cart/requisition until a budget transfer is made to provide sufficient budget in the Equipment budget pool.

Budget transfers can be made through Self-Service Banner by the responsible department or by the Purchasing Coordinator. All Self-Service Banner budget transfers will be sent for approval electronically in Banner.

If you have questions, please call ext. 1316

Budget Transfer

Date: _____ For Document #: _____
To Fund#: _____ To Budget Pool: _____
From Fund#: _____ From Budget Pool: _____
Amount of Transfer: _____
Department Approval:
Print Name _____ Sign Name _____ Date _____

Fund Transfer

A fund transfer is used to move funds. For example, you want to transfer funds that have been deposited in your auxiliary fund to another fund.

Date: _____ For Document #: _____
To Fund#: _____ To Budget Pool: _____
From Fund#: _____ From Budget Pool: _____
Amount of Transfer: _____
Department Approval:
Print Name _____ Sign Name _____ Date _____