Budget Supplement/Adjustment Form Instructions

There are 3 options to transfer funds:
- [Self Service Banner](#)
- [Internet Native Banner](#)
- Request for Budget Supplement/Adjustment Paper Form (Foundation transfers, Revenue transfers, Permanent transfers)

The following instructions are for completing the Request for Budget Supplement/Adjustment Paper Form:

- Organization: Enter the department name requesting the transfer

- FOAP Accounting String (Fund, Organization, Account, Program)
  - Include the entire FOAP accounting string in both the "To" and "From" categories.

- Organization Description:
  - This category should include your Organization (department name) as well as the type of account being used.
    - Example: Biology – Admin. Salaries

- Transfer Amount:
  - Specify amount to be transferred

- Description:
  - Include the reason and need for the transfer
  - **Be as specific as possible**
  - If a transfer is to cover salaries for an individual, please include their first and last name
  - Include fiscal year for which the transfer will occur
  - Include whether the transfer is permanent or temporary

- Signatures:
  Departmental Level:
    - Department chair or director
  First Approval Level:
    - College Dean (Academics)
    - Vice Chancellor (Non-Academics)
  Second Approval Level:
    - VC for Academic Affairs (for transfers involving Academic salaries or VCAA accounts)
  Final Approval: Budget Office