

## BUDGET TRANSFER REQUEST FORM

**Instructions:** Fill in the information and email the department approver for digital signature. If additional approvers are required, email the next approver for signature. The last approver must email the form to Budget & Financial Planning ([budgetoffice@twu.edu](mailto:budgetoffice@twu.edu)).

|                    |                                     |  |  |
|--------------------|-------------------------------------|--|--|
| <b>DATE:</b>       | <b>TRANSFER TYPE:</b> (selecte one) |  |  |
| <b>FROM:</b>       | <b>TO:</b>                          |  |  |
| <b>COA STRING:</b> | <b>COA STRING:</b>                  |  |  |

Amount totals (bottom row) should be equal:

| AMOUNT  | CATEGORY DESCRIPTION | AMOUNT  | CATEGORY DESCRIPTION |
|---------|----------------------|---------|----------------------|
|         | (select one)         |         | (select one)         |
|         | (select one)         |         | (select one)         |
|         | (select one)         |         | (select one)         |
|         | (select one)         |         | (select one)         |
| \$ 0.00 |                      | \$ 0.00 |                      |

FACUL = Faculty Salaries

STAFF = Staff Salaries

WAGES = Wages

PTFCY = Part-Time Faculty Salaries

PRCST= Fringe Benefits

MAOPR = Maintenance & Operations

TRAVL = Travel

CAPO2 = Capital

SCHOL = Student Support

OVERH = Overhead

|                |  |
|----------------|--|
| <b>REASON:</b> |  |
|----------------|--|

| SIGNATURE | NAME & TITLE |
|-----------|--------------|
|           |              |
|           |              |
|           |              |

Rev. 10/2026

**PLEASE SIGN WITH A DIGITAL SIGNATURE.**

(How to Create a Digital Signature: <https://helpx.adobe.com/acrobat/using/digital-ids.html>)