Budget Change Request: Instructions

About the Form:

A Budget Change Request (also known as a “Budget Transfer Request” or “BCR”) is filled out when funding is needed in a budget other than where it was originally allocated. For example, if a department manager decides it is necessary to add a telephone line to his or her office space and a budget has not been set up for this activity, he or she would complete this form, indicating which budget to transfer the funds from and to.

This form allows one to transfer temporary or permanent funds from one budget department or area to another during an academic year.

Instructions for Completing the Form:
(Blue numbers correspond to the sample form below.)

1. Originator: usually the primary budget manager
2. Budget year: current academic year (i.e. 2003-2004)
3. Telephone of originator
4. Today's date
5. Enter the department budget (6-digit fund number) to or from which the funds are being transferred.
6. Enter the department budget (4-digit org number) to or from which the funds are being transferred.
7. Enter the account code (5-digit number) to or from which the funds are being transferred.
8. Enter the activity code (if applicable) to or from which the funds are being transferred. Use an activity code only in conjunction with account codes 60102, 60103, 60110, 60126, 60133, 60136, 60151, 60157, 60160 or 60162.
9. If requesting that the dollar amount for the fund-org-account listed be increased (increased expense or increased income), enter the dollar amount of that increase here. Round miscellaneous cents up and use only whole dollar amounts. (Do not use a negative number for revenue.)
10. If requesting that the dollar amount for the fund-org-account listed be decreased (increased expense or increased income), enter the dollar amount of that decrease here. Round miscellaneous cents up and use only whole dollar amounts. (Do not use a negative number for revenue.)
11. Use this blank to fill in with either “T,” which stands for “temporary transfer” (temporary transfers affect the current-year budget allocation) or “P,” which stands for “permanent transfer” (permanent transfers affect budget allocation now and in the future years). Permanent transfers are rare and require attention from the area VP. The vast majority of budget transfers are temporary.
12. Description of the transfer: for record keeping and budget tracking. This description is in the Banner detail and should be a summary of the transfer details. Using T/T for transfer to and T/F for transfer from helps to keep the number of characters to a max of 35.
13. A character counter for #12 Description. Conditional formatting will highlight the counter cell in bright yellow if the description is over 35 characters.
14. Total increase: If you are using the online Excel version of this form, this column will total automatically (Please note: The total dollar amounts in the “increase” and “decrease” columns must be equal. A formula has been added to compensate for revenue account numbers. Do not use negative numbers for the decrease amount.) . If you are using a printed form, you’ll need to total the dollar amounts at the bottom of this column.
15. Total decrease: If you are using the online Excel version of this form, this column will total automatically. If you are using a printed form, you’ll need to total the dollar amounts at the bottom of this column. (Please note: The total dollar amounts in the “increase” and “decrease” columns must be equal. A formula has been added to compensate for revenue account numbers. Do not use negative numbers for the decrease amount.)
16. Finance needs a document total without reference to the account number when entering the BCR.
17. Explain the reason for the budget change/transfer.
18. Signature of the dean or director of the department requesting the budget change.
19. Signature of the VP
20. Signature for budget approval (for Finance Office use only).

NOTE: Other copies of this form should be clearly marked “COPY.” This will prevent duplications of budget changes, in case duplicate copies are accidentally sent to the Finance Office.

<table>
<thead>
<tr>
<th>ORIGINATOR: 1</th>
<th>BUDGET YEAR: 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXT: 3</td>
<td>DATE: 4</td>
</tr>
<tr>
<td>FUND (6)</td>
<td>ORGN (4)</td>
</tr>
<tr>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td>20</td>
<td>To Balance</td>
</tr>
</tbody>
</table>

EXPLANATION: 17

* INCREASE = Increase Expense or Increase Income
DECREASE = Decrease Expense or Decrease Income
T = Temporary Change
P = Permanent Change

APPROVALS: Dept. Head 1, VP Office 19, Finance Office 20

Please refer to the instructions for assistance in completing the form.