

**SANTA FE COLLEGE  
Budget Transfer Request**

**Use this form -**

- To request transfer of Budget transfers from one or more departments to another and/or from one line item to another (if the transfer requested is greater than 10% of the benefiting line item.)
- To increase budget only, use the "To:" section.
- To decrease budget only, use the "From:" section.

All transfers must include a GLC code for each amount.

Total From and Total To must be equal for transfers.

Date: \_\_\_\_\_

Update Original Y or  N

Budget Entry Number: \_\_\_\_\_

FROM:

TO:

Account	GLC	Amount	

Account	GLC	Amount	

Total

Total

Brief Explanation: \_\_\_\_\_

Signature \_\_\_\_\_

Budget Authority – "From" Account

Budget Review \_\_\_\_\_

Office for Finance

Authorization \_\_\_\_\_

Associate VP for Finance

Processed by \_\_\_\_\_

Date: \_\_\_\_\_