



# Budget/Funding Transfer Form

Budget and Financial Reporting Department  
3201 Arch St., Suite 400 Fax: 215-895-1426

Use this form to transfer budget or funding from one cost center to another for non-salary transfers. Provide all of the information requested by referring to the WEB\*FINANCE Account Summary Page. To correct transactions recorded in your cost center, complete the **Transaction Correction Form**. To transfer salary/positions, complete a **Personnel Budget Transfer Form**.

Section 1: FROM Cost Center						
Title	Fund Number	Org Number	Account No.	Activity Code (Optional)	Amount	Acctg. Use Seq. No.
					\$	
					\$	
					\$	
					\$	
					\$	
					\$	
					\$	
					\$	

Section 2: TO Cost Center						
Title	Fund Number	Org Number	Account No.	Activity Code (Optional)	Amount	Acctg. Use Seq. No.
					\$	
					\$	
					\$	
					\$	
					\$	
					\$	
					\$	
					\$	

**Section 3: Justification**

Reason for transfer: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Prepared By:		Mail Stop	Location	Telephone Number	Date
<b>P.I. / Cost Center Administrator</b>			<b>Vice President</b>		
Name (printed)	Signature	Date	Name (printed)	Signature	Date
<b>Director / Dean</b>			<b>Budget and Financial Reporting Department</b>		
Name (printed)	Signature	Date	Doc No.		
Approval		Date	Data Entry	Date	