BUDGET TRANSFER

Use Web*Salary / Web*Finance to complete

Please check off transfer type:

☐ **PERMANENT**

☐ **TEMPORARY**

Budget (personnel / salary) transfer for the following reasons:

(1) Moving money from Salary Account to Salary Account.

(2) Moving money from Operating to Salary Account; or vice versa.

From:

Fund Code	Orgn Code	Acct Code	Position Title	Position #	Amount
				Total:	

For instructions www.drexel.edu/hris/usingbudgetransformhtml.htm

To:

Fund Code	Orgn Code	Acct Code	Position Title	Position #	Amount
				Total:	

Comments:

Approvals: Print, Sign, and Date

Budget Administrator and Phone Number *Name:*	**Date:**
Dean / Director *Name:*	**Date:**
President / VP *Name:*	**Date:**
HRIS (3201 Arch St. Suite 430) *Name:*	**Date:**

***** THIS IS NOT A Funding Transfer Form which is tied to the Budget Office.**

Fund = 5 digits
Orgn Code = 4 digits
Acct Code = 4 digits