

**RHODE ISLAND COLLEGE
Budget Transfer Request Form**

TO: Budget Office
Fax# 8209
Email: budgetoffice@ric.edu

FROM: _____

DATE: _____

Please Check Appropriate Type (Must Check One)

TYPE

Permanent transfer of funds which will be reflected next fiscal year.

Temporary transfer of funds which will reflect only in this fiscal year.

1 **Transfer Amount** **Department No./Budget Acct. Code** **Department No./Budget Acct. Code**

Explanation:

2 **Transfer Amount** **Department No./Budget Acct. Code** **Department No./Budget Acct. Code**

Explanation:

3 **Transfer Amount** **Department No./Budget Acct. Code** **Department No./Budget Acct. Code**

Explanation:

**Budget transfer fund should be the whole dollar amount instead of "cent", e.g. \$17.32 should be rounded up to the next dollar \$18.*

Approval Signatures:

Department Budget Manager

Date

Director of Budget
All transfers above \$1,000

Date