



FUND TRANSFER REQUEST FORM												
TRANSFER OUT						TRANSFER IN						Department
<div>COA Fund Orgn Program Amount</div>						<div>COA Fund Orgn Program Amount</div>						
<div>Date: Submitter:</div> <div>Purpose:</div>												
TRANSFER OUT						TRANSFER IN						Accounting Services
<div>COA Fund Orgn Account Program Amount</div>						<div>COA Fund Orgn Account Program Amount</div>						
Rule Code: Document Total:						Bank Code: Document Reference #:						
Document ID:						Fund Accountant						
Date Processed:												
Budget Revision needed for this fund. Send to ambud@ttu.edu (T/S Only) No budget revision needed. This fund is fund balance budgeted. (T/S Only) This is an H or E fund. Budget Revision is the responsibility of TTUHSC or El Paso						Budget Revision needed for this fund. Send to ambud@ttu.edu (T/S Only) No budget revision needed. This fund is fund balance budgeted. (T/S Only) This is an H or E fund. Budget Revision is the responsibility of TTUHSC or El Paso						
TRANSFER OUT						TRANSFER IN						Budget Office
<div>COA Fund Orgn Account Program Amount</div>						<div>COA Fund Orgn Account Program Amount</div>						
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Document ID:						Budget Analyst						
Date Processed:						Budget Manager						
FORM INSTRUCTIONS												
<div>1. This form is to be utilized when a fund transfer cannot be processed in the Budget Revision System. (e.g. interchart fund transfers & transfer between two fund balance budgeted funds)</div> <div>2. A separate form must be complete for each transfer request.</div> <div>3. Departments must complete all shaded areas in the "Department" section above. If a budget revision is permanent, please note this in the purpose section.</div> <div>4. Please attach any supporting documentation as applicable.</div> <div>5. Email approval by the ORGN Financial Manager or Authorized Approver must be attached for the Transfer Out FOP. Authorized approvers may be determined in TeamApp.</div> <div>6. Please submit the completed form and all supporting documentation to AccountingServices@ttu.edu.</div>												
QUESTIONS? PLEASE CONTACT ACCOUNTINGSERVICES@TTU.EDU												