

5.3.4P
TRANSFER OF FUNDS
BOARD REVIEW: OCTOBER 13, 1992
REVISED: MAY 8, 2001
REVIEWED: MARCH 11, 2008

The following procedures are to be followed when requesting transfers of funds between major budget classifications (1000 - 6000):

1. Transfers from regular salary accounts require approval of Vice President, Business Services;
2. No transfers are authorized from Federal Work Study Funds;
3. Transfers from 3000 (Employee Benefits) accounts require approval of Vice President, Business Services; and,
4. No transfers may be made between Unrestricted and Restricted Programs or Base and one-time accounts.