

**TEXAS A&M UNIVERSITY - TEXARKANA  
BUDGET TRANSFER REQUEST**

Date: \_\_\_\_\_  
 From Account Name \_\_\_\_\_  
 Account Number \_\_\_\_\_  
 Responsible Person: \_\_\_\_\_

*For Accounting Office Use Only*

BJN # \_\_\_\_\_  
 Date \_\_\_\_\_  
 Recorded by: \_\_\_\_\_

**EXPLANATION/TYPE**

BUDGET TRANSFER FROM ACCT: \_\_\_\_\_  
 TO ACCT: \_\_\_\_\_

BUDGET TRANSFER BETWEEN POOLS

EXPLANATION- attach any additional documentation

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

		FROM AMOUNT	TO AMOUNT
		_____	_____
<u>BUDGET POOL</u>			
SALARY POOL	1100	_____	_____
LONGEVITY POOL	1600	_____	_____
WAGE POOL	1700	_____	_____
BENEFIT POOL	1900	_____	_____
OTHER EXPENSE POOL	3000	_____	_____
		_____	_____
	Total		Total

**APPROVAL/REVIEW**

SOURCE ACCOUNT  
 RESPONSIBLE PERSON: \_\_\_\_\_ DATE: \_\_\_\_\_  
 (Or Designee)

BUDGET OFFICE APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

Created by: \_\_\_\_\_ DATE: \_\_\_\_\_