Budget Transfer Form

Before using this form, please go through the following checklist to decide if you should use this form or a Journal Entry Form.

1. If this form is being filed relative to charges or revenues for an event that has already occurred or has been paid for in advance, **PLEASE USE THE JOURNAL ENTRY FORM**.

2. If this form is being filed relative to a transaction noticed on a report or other document, **PLEASE USE THE JOURNAL ENTRY FORM.**

3. If this form is being filed relative to a department helping sponsor or co-fund an event or purchase that has already been paid for, **PLEASE USE THE JOURNAL ENTRY FORM.**

4. If this form is being filed to correct a transaction which posted to the wrong account(s), **PLEASE USE THE JOURNAL ENTRY FORM.**

5. If this form is being filed to change the way the budget (rather than year-to-date activity) is allocated within the context of the current fiscal year, not specifically corresponding to any existing revenue, expense or transaction, **CONTINUE TO THE NEXT PAGE.**

MESSIAH UNIVERSITY

DIVISION OF FINANCE AND PLANNING

ACCOUNTING OFFICE	BUDGET TRANSFER FORM

Scan and email completed form and supporting documents to accounting@messiah.edu.

		Shaded Areas For Business Office Use Only	
Abbreviated Description:		Journal Entry #:	
Prepared by:		Entered by:	
Date Prepared:		Date Entered:	
Approved by:		Reviewed by:	
Date Approved:		Date Reviewed:	
Additional Description (if needed):			

BUDGET TRANSFER FORM

Date to Use for Journal Entry:	**Please enter a date here.**

ORGANIZATION NAME	Organization number	Account Number	Activity Code	AMOUNT	
Debits [Increases Budget]					
					Total Debits:
Credits [Decreases Budget]					
					Total Credits:
Balancing Difference (should net to $0)					
Control Total (for Business Office Use)					

Explanation; attach any supporting documents: