MiraCosta College

Budget Transfer Request
Instructions

1. Complete all requested information as shown below. Incomplete documents delay processing.
   - **Requestor:** The department manager who originates the request.
   - **Department:** The name of the organizational unit the manager supervises.
   - **From Account:** Identify the 24-digit account where funds are to be transferred from.
   - **To Section:** Identify the 24-digit account where funds are to be transferred to.

   **Important**
   Use account numbers from PeopleSoft
   The total amount shown in the "From" section must equal the total amount shown in the "To" section.

   The account codes for the "To" and "From" sections consist of the following fields:
   - **Fund:** Two-digit code identifying the fund to be used, i.e., General Fund, Capital Outlay Fund, Self-Insurance Fund.
   - **Account:** Six-digit code identifying the expenditure classification of an item or service.
   - **Department Manager:** Three-digit number identifying the organizational unit the manager supervises.
   - **Project:** Five-digit code identifying a specific project within a department.
   - **Program:** Four-digit code identifying the activity. The program code will be classified by either the instructional discipline or the administrative/support activity.
   - **Funding Source:** Four-digit code identifying how funds may be used, i.e., operating funds, fixed obligations, or restricted sources
   - **Reason for Transfer:** Provide a brief explanation as to why the transfer is needed.

2. Attach any required supporting documentation and obtain designated signature(s).
   - **Requested By:** Department manager's original signature.
   - **Approved By:** Dean or Vice President's if needed (example: Transfer request from salary/benefits to supplies)

3. Obtain designated signature(s) and submit original document, along with any required supporting documentation, to Fiscal Services, MS #6 for processing.

**Authorizing Documents**

**Board Policy**
BP-6250 Budget Management

**Administrative Procedure**
AP 6250 Budget Management