

Budget Transfer Request

ALL REQUESTS MUST HAVE MEETING MINUTES ATTACHED

Contact Person _____ Phone _____ Date _____

Organization or Club Name _____ E-mail Address _____

FROM WHERE IS THE MONEY COMING?

Account #/Line Item 0 - - / 9500 Amount \$ _____ .00
(0-XX-XXX) (XXXX)

Account #/Line Item 0 - - / _____ Amount \$ _____ .00
(0-XX-XXX) (XXXX)

Account #/Line Item 0 - - / _____ Amount \$ _____ .00
(0-XX-XXX) (XXXX)

TOTAL AMOUNT OF ALL ITEMS \$ _____ .00

TO WHERE IS THE MONEY GOING?

(Fill in the appropriate information for each of the following line items)

For a complete list of all object codes and descriptions, visit as.sdsu.edu/AS_Dollars

Account # 0 - - / 5000 (Supplies) Amount \$ _____ .00*

Account # 0 - - / 5520 (Food) (\$400 limit/academic year) Amount \$ _____ .00*

NOTE: Cannot be used to purchase alcoholic beverages. The event at which the food is served MUST be held on campus (AS facility or university buildings).

Account # 0 - - / 6020 (Telephone) Amount \$ _____ .00*

Account # 0 - - / 6400 (Promo) Amount \$ _____ .00*

Account # 0 - - / 6490 (Board Relations) Amount \$ _____ .00*

Account # 0 - - / 6497 (Organization Relations) Amount \$ _____ .00*

Account # 0 - - / 9010 (Advertising) Amount \$ _____ .00*

Account # 0 - - / 9050 (Rental Rooms) Amount \$ _____ .00*

TOTAL AMOUNT OF ALL ITEMS \$ _____ .00

*If dollar amount is more than \$200, then Finance Board approval is required.

For assistance completing this form, please contact the A.S. Business Office at 619-594-6487.

APPROVED:

College Council / Account Advisor _____ AS Vice President of Finance _____

Written and Entered by _____ Date _____ JV# _____ Approved by _____