



Budget Transfer Request

Use this form to request a transfer of OTPS allocation between accounts. Allocation can only be transferred between accounts within the same fund - Revenue Offset (State) to Revenue Offset for example. Allocation cannot be transferred between funds - Revenue Offset to IFR for example.

This form is not to be used for any FSA, Foundation, or Research Foundation accounts.

Completed forms should be emailed to Rachael Coon (rachael.coon@fredonia.edu), Director of Budget & Accounting.

Requesting Account Owner Name:

Department:

Date of Request:

From Account Number	To Account Number	Amount

Reason:

Requesting Account Owner Signature:

_____ **Date:** _____

Division Vice President Signature:

_____ **Date:** _____