

## **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 (<u>rachael.coon@fredonia.edu</u>), Director of Budget & Accounting.

Requesting Account Owner Name:  Department:  Date of Request:					
			From Account Number	To Account Number	Amount
Reason:					
Requesting Account Owner Sign	ature:				
		Date:			
Division Vice President Signatur	e:				
		Date:			

Revised: 4/10/2025