



Intra-Department Budget Transfer Directions

The template should only be used for budget transfers required outside end-user security, i.e. intra-department transfer request. Inter-security budget transfers, i.e. transfers within an end-user security, are completed by the end-user via Internet Native Banner (refer to Budget 201 training).

Budget Transfer Template

The Budget Transfer Template can be copied and pasted into the body of any email manually or with Outlook Quick Parts. Indexes are a six-digit shortcut to the Fund, Organization, and Program numbers. Accounts refer to the label of revenue or expenses. A full list of Account numbers can be found in the Banner e-Print system.

Email request to Budget@cofc.edu

From Index and Account:

To Index and Account:

Amount of transfer:

Reason for Transfer:

Permanent or One-time: