

### Budget Transfer Request

Email completed form to Tracy Strutz in the Business Office (Strutz@hws.edu)

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Created By: \_\_\_\_\_  
 Department: \_\_\_\_\_

Date: \_\_\_\_\_  
 Extension: \_\_\_\_\_

Description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

List below the exact accounting string to adjust in this Budget Journal Entry\*:

Account	Fund	Department	Program	My Ref
XXXXX	XX	XXXXX	XXXXX	XX

Amount	+ increase budget - decrease budget
	<b>Total</b>

\* Completion of Acct-Fund-Dept-Program information above in their entirety is required for processing.  
 \* Please allow 3-5 business days for processing.

\_\_\_\_\_  
 Authorized Signature