

**RHODE ISLAND COLLEGE  
Budget Transfer Request Form**

**TO:** Budget Office  
**Fax#** 8209  
**Email:** [budgetoffice@ric.edu](mailto:budgetoffice@ric.edu)

**FROM:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

<b>Please Check Appropriate Type (Must Check One)</b>	
<b>TYPE</b>	
Permanent transfer of funds which will be reflected next fiscal year.	<input type="checkbox"/>
Temporary transfer of funds which will reflect only in this fiscal year.	<input type="checkbox"/>

<b>1</b>	<b>Transfer Amount</b>	<b>Department No./Budget Acct. Code</b>	<b>Department No./Budget Acct. Code</b>
	_____	_____	_____

**Explanation:**

\_\_\_\_\_

\_\_\_\_\_

<b>2</b>	<b>Transfer Amount</b>	<b>Department No./Budget Acct. Code</b>	<b>Department No./Budget Acct. Code</b>
	_____	_____	_____

**Explanation:**

\_\_\_\_\_

\_\_\_\_\_

<b>3</b>	<b>Transfer Amount</b>	<b>Department No./Budget Acct. Code</b>	<b>Department No./Budget Acct. Code</b>
	_____	_____	_____

**Explanation:**

\_\_\_\_\_

\_\_\_\_\_

*\*Budget transfer fund should be the whole dollar amount instead of "cent", e.g \$17.32 should be rounded up to the next dollar \$18.*

**Approval Signatures:**

\_\_\_\_\_  
**Department Budget Manager**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Director of Budget**  
All transfers above \$10,000

\_\_\_\_\_  
**Date**