1. Please Verify Budget Before You Move Funds.
2. Go to FGIBAVL or FGIBDST, enter, current FYxx will come up. Put in Org, Fund, and Program and hit Next Block.
3. Once Funds have been verified proceed to this form.
4. If Payroll or Benefit Accounts are affected You must Discuss with the Executive Vice President First.
5. Prepare this form, Print, Sign and Date.
6. Scan and Forward to the Director of Accounting at mvernon@cacc.edu.
7. If Funds are restricted, also copy Sheila Mitchell, Restricted Funds Accountant at smitchell@cacc.edu.

Notes:
-Please allow two days for processing of this form
-Please do not attach budget changes to travel forms. Send them separately for processing.
- You Must Include a Reason for the Budget Change
- We will accept a Scanned Copy if all Signatures are in place, however
  please send only one copy, either Scanned or Handmailed.

<table>
<thead>
<tr>
<th>Budget Account Code:</th>
<th>Account Descriptions</th>
</tr>
</thead>
</table>

**Date Requested:**

**Amount of Funds:** $5

Please Include Fund-Org-Account-Program Below

**Move Funds FROM:**

**Move Funds INTO:**

Reason Budget Transfer is Needed:

**Requested By:**

**Approved By:**

Note: Must be approved by the Appropriate Dean.

**Date Received in the Business Office:**

**Approved By:**
Business Office Director
Or: Executive Vice President/CFO

**Date Entered Banner System:**

**Processed By:**