

**University of Portland  
Office of the Controller  
Inter-Budget Transfer Request**

	<u>Fund</u>	<u>Org</u>	<u>Account</u>	<u>Amount</u>
Department Budget To Be Charged:	-	-	_____	_____
Department Budget To Receive Funds:	-	-	_____	_____

Purpose of the Transfer. Please provide the reason for the transfer. This is what will appear in the description field in Banner.

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Authorized Department Signer: \_\_\_\_\_

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

**INSTRUCTIONS:**

\*This form is to be used to transfer money from one departmental budget to another, or to request corrections to your own departmental budget.

\*This form must be signed by an authorized signer of the budget that is being charged.

For example: Dept A is transferring funds to Dept B. An authorized signer of Dept A must sign the request form.

\*Please return this form to Drew Smith-Sahnow in the Controller's Office via campus mail, or email the form to smithsah@up.edu. Please allow at least 3 weeks for the form to be processed and posted into Banner.