

JACKSON STATE UNIVERSITY • Jackson, MS
REQUEST FOR BUDGET TRANSFER
INSTRUCTIONS

TRANSFER TO:

1. **INDEX NUMBER** (which is the old account number).
The ORGANIZATION NAME (department), FUND CODE, ORG CODE, and PRG CODE should automatically display.

If you do not have an INDEX NUMBER, type the FUND CODE, ORG CODE, AND PRG CODE.
 2. **POSITION CONTROL NUMBER**
Type the POSITION NUMBER if you are transferring to salaries and wages.
 3. **ACCT CODE**
A listing of ACCOUNT NUMBERS are available on the tab, "Acct Codes". Select the account code that is applicable to the expenditure.
 4. **AMOUNT**
Type the amount to *Transfer To* .
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TRANSFER FROM:

1. **INDEX NUMBER** (which is the old account number).
The ORGANIZATION NAME (department), FUND CODE, ORG CODE, and PRG CODE should automatically display.

If you do not have an INDEX NUMBER, type the FUND CODE, ORG CODE, and PRG CODE.
 2. **POSITION CONTROL NUMBER**
Type the POSITION NUMBER if you are transferring from salaries and wages.
 3. **ACCT CODE**
A listing of ACCOUNT NUMBERS are available on the spreadsheet tab, "Acct Codes". Select the account code that is applicable to the expenditure.
 4. **AMOUNT**
Type the amount to *Transfer From* .
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REASON FOR TRANSFERS:

Type the justification for the transfer.

APPROVALS:

The completed BUDGET TRANSFER FORM should be **emailed from the budget unit head** to Christie Mickel for processing. The email address is indicated on the form.