

**UNIVERSITY OF WISCONSIN-MADISON  
Request for Budget Transfer**

Transfer No: \_\_\_\_\_

FISCAL YEAR: 2008-09

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

Transfer From:				Transfer To:							
Fund	UDDS/Account	Activity	Major/ Submajor Class	Fund	UDDS/Account	Activity	Major/ Submajor Class	Amount			
<b>EXPLAIN WHY MONEY IS AVAILABLE</b>				<b>EXPLAIN WHAT MONEY WILL BE USED FOR</b>							
											(total)
											0

Requested by:  (name)	Dean/Director Approval:  (name) (date)	OBPA Approval: (FAX 2-5238)  (name) (date)	Entered By:  (date)	cc:
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## UNIVERSITY OF WISCONSIN - MADISON

### Request for Budget Transfer Form

#### Use Form For

The Budget Transfer Form is used during the fiscal year to process transfers of budget authority between divisions and also to request major class and activity changes for all funds (except federal and non-federal/gift and grant funds and Fund 128). Transfers within major class and activity and transfers within salary submajor budget codes (10CL, 10FA, 10ST, etc.) do not require campus level approval and should be entered into the accounting system by the Dean's/Director's office.

#### Signatures and Routing

All transfers must have an appropriate signature by a Dean/Director or authorized representative. **Adequate explanations must be provided to justify the request.** The form should be submitted to Budget, Planning & Analysis, 175 Bascom Hall, for approval and entry. We will assign each transfer request a transfer number unless you have already done so.

#### Customized Budget Scheme

The standard major budget codes are listed below. If you are using a customized scheme (i.e., 10CL, 10FA), which uses submajor budget codes maintained by Accounting Services, continue to use the appropriate code when processing budget transfers. Customized budget schemes can be established or existing budget schemes can be changed ONLY at the start of a new fiscal year. If you are contemplating a budget scheme change, contact Accounting Services well in advance (January/February) of the actual start of the fiscal year. Call Al Wang in Accounting Services (2-8729) for additional information or if you need to have an activity or major budget code added to a department.

#### Standard Budget Codes

Standard Budget Codes			
10	Salaries	40	Capital
19	Fringe Benefits	55	Special Purpose
20	Supplies and Services	57	Financial Assistance
30	Sales Credits	<i>Other Schemes are Available</i>	

#### Additional Forms

For additional forms, please visit our web site ([www.mbo.wisc.edu](http://www.mbo.wisc.edu)) or call Mary DeYoung (3-4570).