

BB \_\_\_\_\_

JV \_\_\_\_\_

# STEPHEN F. AUSTIN STATE UNIVERSITY

Budget Office Transaction Request

**Within** F O P (Fund, Organization, Program)

FOP (Name) \_\_\_\_\_ FOP (#) \_\_\_\_\_

**Between** F O P s (Fund, Organization, Program)

INCREASE FOP (Name) \_\_\_\_\_ FOP (#) \_\_\_\_\_

DECREASE FOP (Name) \_\_\_\_\_ FOP (#) \_\_\_\_\_

	<u>Account</u>	<u>Increase</u>	<u>Decrease</u>
Sales & Services Pool	50F0	\$ _____	\$ _____
Gifts/Donations Pool	50E0	\$ _____	\$ _____
Transfer (Budget Office Use Only)	_____	\$ _____	\$ _____
<b>Salaries</b>			
Faculty	670080	\$ _____	\$ _____
Adjunct Faculty	670081	\$ _____	\$ _____
Grad Teaching Asst	670090	\$ _____	\$ _____
Professional Staff	670100	\$ _____	\$ _____
Professional Addnl Comp	670102	\$ _____	\$ _____
Grad Research Asst	670101	\$ _____	\$ _____
Grad Admin Asst	670103	\$ _____	\$ _____
Student Wages	670140	\$ _____	\$ _____
Student Workstudy	670141	\$ _____	\$ _____
Classified Monthly Salary	670150	\$ _____	\$ _____
Classified Addnl Comp	670152	\$ _____	\$ _____
Classified Hourly Wages	670153	\$ _____	\$ _____
Employee Benefits Pool	67B1	\$ _____	\$ _____
Travel Pool	71B1	\$ _____	\$ _____
O&M Pool	72B0	\$ _____	\$ _____
Capital Outlay	73B0	\$ _____	\$ _____
Scholarship Pool	74B0	\$ _____	\$ _____
Transfer (Budget Office Use Only)	_____	\$ _____	\$ _____
	<b>TOTAL</b>	\$ _____	\$ _____

**Justification** for this request: \_\_\_\_\_

\_\_\_\_\_  
Budgetary Department Head                      Date

\_\_\_\_\_  
Dean/Director    Date

\_\_\_\_\_  
Division Vice President                      Date

\_\_\_\_\_  
Budget Director    Date

\_\_\_\_\_  
Vice Pres., Finance & Administration                      Date

\_\_\_\_\_  
President    Date