

## Banner Budget Transfer Form

- ❖ A Banner Budget Transfer Form should be used when a department needs to transfer budget between funds or recognize revenue equal to or greater than \$10,000.
- ❖ This form may be found on the Budget Office Website:  
<http://www.sfasu.edu/vpfa/documents/banner-budget-transfer-form.pdf>.

### Transfer Between Funds

BB \_\_\_\_\_  
 JV \_\_\_\_\_

**STEPHEN F. AUSTIN STATE UNIVERSITY**  
 Budget Office Transaction Request

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

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

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

INCREASE FOP (Name) Music Sales and Service FOP (#) 150010-23200-100

DECREASE FOP (Name) FOA Music FOP (#) 291230-23200-250

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	<u>Account</u>	<u>Increase</u>	<u>Decrease</u>
Sales & Services Pool	50FO	\$ _____	\$ _____
Gifts/Donations Pool	50EO	\$ _____	\$ _____
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	\$ 500.00	\$ 500.00
Capital Outlay	73B0	\$ _____	\$ _____
Scholarship Pool	74B0	\$ _____	\$ _____
Transfer (Budget Office Use Only)	_____	\$ _____	\$ _____
<b>TOTAL</b>		<b>\$ 500.00</b>	<b>\$ 500.00</b>

**Justification** for this request: To support the Southwest Division of American Musicians Conference

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

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

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

\_\_\_\_\_  
Dean/Director      Date

\_\_\_\_\_  
Budget Director      Date

\_\_\_\_\_  
President      Date

# Revenue Recognition

BB \_\_\_\_\_

JV \_\_\_\_\_

## STEPHEN F. AUSTIN STATE UNIVERSITY

Budget Office Transaction Request

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

FOP (Name) Theatre Sales and Service FOP (#) 150010-23300-100

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

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

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

	Account	Increase	Decrease
Sales & Services Pool	50FO	\$ (10,000)	\$
Gifts/Donations Pool	50EO	\$	\$
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	\$ 10,000	\$
Capital Outlay	73B0	\$	\$
Scholarship Pool	74B0	\$	\$
Transfer (Budget Office Use Only)		\$	\$
	<b>TOTAL</b>	\$ 0.00	\$

**Justification** for this request: Recognize sales and service revenue

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

\_\_\_\_\_  
Dean/Director Date

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

\_\_\_\_\_  
Budget Director Date

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

\_\_\_\_\_  
President Date