



**Weber State University
Funds Transfer**

Requested by	Date	Phone #	Mail Code
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Description / Reason for Funds Transfer

Please make the following transfer(s)

From:	Account Code	Amount	Account Code Reference
			61050 Contract Salary
			62000 Wage Rated Instruction
			62400 Hourly Wages
			63000 Benefits
			71000 Current Expense
			72720 Reimbursement
			75000 Travel
			77000 Capital Outlay
			76000 Scholarships
			79000 Overhead
	Total		

Signature Approval		
Dept. Head or Authorized Person	Please Print Name	Date
VP, Dean, or Equivalent	Please Print Name	Date

To:	Account Code	Amount	Account Code Reference
			61050 Contract Salary
			62000 Wage Rated Instruction
			62400 Hourly Wages
			63000 Benefits
			71000 Current Expense
			72720 Reimbursement
			75000 Travel
			77000 Capital Outlay
			76000 Scholarships
			79000 Overhead
	Total		

Notification (Please put name of individual that was notified)	
Please Print Name	Date

Budget / Accounting Services Use Only
Document Total =
Budget or Accounting Office Date
Rule Codes
<input type="checkbox"/> FT01: JE Code
<input type="checkbox"/> BUD: Budget

Instructions
* An actual signature approval is required from the area funds are being transferred out of
* The area that is receiving the funds needs to be notified unless they initiate the funds transfer
* Anything involving salary account codes (61050-61999) requires a signature from a VP/Dean
* Send only one copy