RULES for BUDGET TRANSFERS

The allowable budget transfers between funds are as follows:

**AU-DIVISION I - UNRESTRICTED:**
A cash transfer **IS NOT** required for the transactions between unrestricted funds.

<table>
<thead>
<tr>
<th>FUND to FUND</th>
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</thead>
<tbody>
<tr>
<td>101001-------</td>
<td>101002 (with exception of 620-Employee Benefits*)</td>
<td>101001-------</td>
<td>101003</td>
<td>101001-------</td>
<td>101004</td>
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<td>101002-------</td>
<td>101001 (including 620-Employee Benefits)</td>
<td>101002-------</td>
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</tbody>
</table>

Any transfers between unrestricted funds, across divisions, require a cash transfer.

*Employee Benefits can NOT be transferred from Fund 101001 to any other fund **except** to Fund 101004 and only to cover the current year designated rate for employee benefits for the salary/wage amount transferred to a cost share.

**AU-DIVISION I - RESTRICTED:**
Transfers between restricted funds and unrestricted funds (listed at the top of this memo) as well as transfers between restricted funds are not allowed without a memo from the donor, dean, or someone with signature authority of the dean stating that it is ok to move the money. They **DO** require a cash transfer prepared by Financial Reporting.

For example:

- 27XXXX------>3XXXXX
- 3XXXXX------>27XXXX
- 27XXXX------>1XXXXX
- 3XXXXX------>1XXXXX

***Transfers from unrestricted accounts to restricted accounts are prohibited.***

Transfers between unrestricted plant funds/project funds and unrestricted accounts are allowed as are transfers between plant funds/project funds. They **DO** require a cash transfer prepared by Financial Reporting.

For example:

- 9XXXXX------>1XXXXX
- 1XXXXX------>9XXXXX
- 9XXXXX------>9XXXXX

Transfers between auxiliary funds and unrestricted funds are allowed. They **DO** require a cash transfer prepared by Financial Reporting.

For example:

- 5XXXXX------>1XXXXX
- 1XXXXX------>5XXXXX

Please refer questions regarding transfers involving contracts or grants to Contracts & Grants Accounting at 844-4847.

<Posted: 17-MAY-2007>