

WAYLAND BAPTIST UNIVERSITY

BUDGET TRANSFER REQUEST FORM

Date:

Requestor:

Department Title:

Please Transfer \$

From

Account No.

Obj. Code or PIN

To

Account No.

Obj. Code or PIN

JUSTIFICATION FOR THIS REQUEST:

Date:

Date:

Request Approved:

Vice President or President

Transfer Made:

Business Office Staff

(Use This Form ONLY for BUDGET Transfers)

(Request Correction of Posting Errors via a Copy of Account Report with Error Highlighted)

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