Budget Transaction Form

BSU ☐
NTC ☐

Transaction Type: _____

Division / College: _____

Transaction Description: _____
(48 Characters)

Reference No. (16 Characters): _____ (For Dept. Internal Use)

Original Budget (√) Check	Current Budget (√) Check	Fiscal Year (4 digits)	Cost Center Number (6 digits)	Parent Object Code (4 digits)	Dollar Amount	+/-

Requested by _____ Date_____ _____
Cost Center Designee Phone #

Accepted by _____ Date_____ _____
Other Cost Center Designee Phone #

Approved by _____ Date_____ _____
Business Office Phone #

Transaction No. _____ Date_____