This form is to be used to:

- Request a correction of OTPS Expenditures charged against a department budget.
- Request a correction of a Revenue item applied to a department budget.
- Request a payment or revenue item be moved from one department’s budget to another department.

This form is not to be used for:

- Changes to the budget.
- Salary corrections.

General Information:

- Enter the department name, the department’s extension, and the date of your request.
- The transactions are numbered 1-5 and are split with “From” information and “To” information. First state the index, account, and amount. This identifies where you are requesting the money be taken from. Next, state the index, account and the same amount. This identifies where you are transferring the money to.
- An explanation and supporting documentation must be attached to the form. The supporting documentation can be a copy or list of the expenses being moved.
- The person who is requesting this change should write their name next to “Prepared By:” and list their direct extension number. This will help if any questions should arise when the transfer is being processed and prevent delays.
- The form should be signed and submitted to the Budget Office in Grace Dodge 175 for processing.

Authorized Signatures:

- The person in charge of the index or indices involved in the transaction must sign the form. In the event that a transaction involves another department then a second signature authorizing changes to other department’s index is required.

Budget Office:

- A copy will be sent to department notifying them that the request was processed.