

Date submitted

[Empty box for date submitted]



The University of Georgia
Sr. VP for Academic Affairs

Office use only

P F&A VPAA EA

Request to transfer funds from personal services to non-personal services

(Not required for departmental sales, restricted or auxiliary funding)

Department _____ College/School/Division _____

Name of requestor _____ Document # _____

► Funds FROM:
Account name _____
Account number _____
Budget position # _____
Amount _____

► Funds TO:
Account name _____
Account number _____
Amount _____

Justification: Please use the space provided below and attach additional pages, if necessary.

[Large empty box for justification text]

This request is submitted with the understanding that all funds associated with the request are available and are not required to meet any budget reductions or program redirections.

Once approved (or not), this form should be returned to: _____
Name FAX number

Step 1: Person completing this form should obtain the following 2 signatures, then forward to the Sr. VPAA.

1. _____
Name of department head (Type or print) Signature of department head

2. _____
Name of dean or VP (Type or print) Signature of dean or VP

Step 2: Senior VP for Academic Affairs signs the form with any necessary notations.

Arnett C. Mace, Jr. _____
Signature Date

Approved Not approved Approved with exceptions: _____

Step 3: Senior VPAA forwards back to the initiating department.

[Empty box for Step 3 forwarding information]