Request to Transfer Allocation - Form BUD-3 (06/22)

MEMO TO: **Complex Area Business Manager (CABM) or ***Budget Execution Section	
FROM: SCHOOL NAME:	**Date:**
DIST OFF Cd: **ORG ID:**	
	Preparer's Name, Phone # & Extension

☐ Transfer funds from **ORG** to **ORG**:

From: ORG NAME:		To: ORG NAME:	
ORG ID:		ORG ID:	
Program ID-**BFY**:		District:	
Character:	**(this field must be completed)**		
Amount to be transferred: $		**(WHOLE DOLLARS ONLY)**	

☐ Transfer funds from **Program ID** to another **Program ID** (*Non WSF funds*)*:

From: PROG NAME:		To: PROG NAME:	
Program ID-**BFY**:		Program ID-**BFY**:	
From: Character:			
Amount to be transferred: $		**(WHOLE DOLLARS ONLY)**	

* NOTE: *Transfers between EDNs, BFYs, and Means of Financing are not allowed.*

**Character to Character transfer will need to be documented with an Allocation Notice.
Please contact the program manager.**

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1. EXPENDITURE PLANS MUST BE REDUCED. AMOUNTS(S) TO BE TRANSFERRED MUST BE REFLECTED IN "UNALLOTED" IN THE EXPENDITURE PLAN SCREEN.

2. Delay in processing will occur if no. 1 is not completed.

I hereby request that the above action be taken for the purpose of:

Authorized Signature   Date:

CABM or Budget Branch Action taken:

Staff Clearance:

Approved	Not Approved	Log Number

Entered by:

Date:

** SCHOOLS, COMPLEXES AND COMPLEX AREA OFFICES:	*** STATE OFFICES:
Please send BUD-3 form to respective Complex Area Business Manager (CABM) for processing.	Please email BUD-3 form to: G-OFS-Budget Execution

ONE TRANSACTION per Form