Operating Budget Transfer Guidelines

The Budget Office is responsible for Transfers from the following Application of Fund(s):

The Application of Fund refers to the type of fund which is defined around general purposes. The Application of Fund numbers will make up positions 3 & 4 of our 10 digit Cost Center and Fund Center numbers. Each PeopleSoft Program numbers has an equivalent SAP Application of Fund number.

SAP Application of Fund	Description	SAP Fund Number	PeopleSoft Program Equivalent
11	General Fund	7511001000	EG
12	Educational Supplies	7511001000	ES
13	Faculty Development	7511001313	FD
14	HR Staff Development	7511001000	HD
15	Campus Initiative	7511001000	IN
17	Self Support	7513001000	SS
18	Workshop	7513001000	WK
19	Unrestricted Grant (Grant Acctg Dept)	7513001000	UG
21	Auxiliary - Residence Halls	7521XXXXXX	XR
22	Auxiliary - Dining	7522XXXXXX	XD
23	Auxiliary - Sykes	7523XXXXXX	XS
24	Auxiliary – Rec Center	7524XXXXXX	XC
29	Auxiliary – USH Housing	7529XXXXXX	XH

Base Operating Budgets must remain within each designated Fund.

Budgetary transfers are only permitted within Fund Centers that share a common Fund. For example, transfers to/from a Self Support fund center (7513001000 funds) are not permitted to/from an EG fund center (7511001000 funds).

Exceptions to this rule are as follows:

1. Within Fund 7511001000; ES or Educational Service Funds (fund centers 7512xxxxxx) can only be transferred amongst other ES fund centers. Funding is provided by the Educational Services Fee and must qualify as educational supplies and services.
2. Within Fund 7511001313; FDs or Faculty Development Funds (fund centers 7513xxxxxx) are established and awarded annually by the Sponsored Research Department. Transfers to/from other funding sources are not permitted.
3. Auxiliary Budgets are established annually by the Budget Department. Transfers to/from Auxiliary Funds require approval from the Budget Director.