

ACCEPTABLE & NON- ACCEPTABLE TRANSFERS FOR DEPARTMENTAL BUDGET REQUEST (DBR)



1. Acceptable Transfers

The following is a list of acceptable transfers. In general, funds must stay within the same account range or purpose

- a. Transfers of budgets between 120000 – 138999 accounts are acceptable.
- b. Transfers of budgets 163000-163999 within special item ranges. These may be approved if the transfer does not cross individual special item ranges.
- c. Transfers of budgets between many accounts in the 200000 – 299999 ranges are acceptable. The exceptions are as follows:
 - 209000-209999
 - 218000-218999
- d. Transfers of budgets between most accounts in the 300000 – 399999 ranges are acceptable.
- e. Transfers of budgets between 2XXXXXX and 3XXXXXX are subject to approval on an individual basis by the Budget Office, however note the exceptions in c. above.
- f. No transfers in the 4XXXXXX account ranges are allowed by DBR.

2. Non-acceptable Transfers

- a. Transfers of budgets from an account that does not allow alcohol to an account that can (see FAMIS screen 8 for subcode 6341; 6341 = account can purchase alcohol.)
- b. Transfers of budgets between 160000 – 160999
- c. From one fee account (for example: 209000-209999 University Service Fee) to another fee account (for example: 215700 Orientation Fee)
- d. From a “1” account, state appropriation funds, to an account that starts with another number