

STUDENT GOVERNMENT TRANSFER FORM

BUDGET LINE TO BUDGET LINE

DATE :

AMOUNT TO BE TRANSFERRED : \$

ORG ACCOUNT #

ORGANIZATION NAME :

FROM BUDGET LINE:

TO BUDGET LINE:

REASON FOR TRANSFER (INCLUDE BUDGET REQUEST NO. **AND** THE TYPE OF REQUEST: OPERATIONAL, EVENT, or TRAVEL) :

ORGANIZATION PRESIDENT :

SIGN

DATE

PHONE

E-MAIL

ORGANIZATION TREASURER :

SIGN

DATE

PHONE

E-MAIL

FINANCE MANAGER :

SIGN

DATE

STUDENT BODY TREASURER :

SIGN

DATE

- * **Org Account # (3 to 5 numbers)** - Can be found in front of your Org's name on any SAR, TAR, or Budget Request.
- * **Budget Lines Types:** Programs, Advertising, Awards, Food, Copies, Honorariums, & Travel
- * **Budget Request # (4 to 5 numbers)** - Can be found on your Dashboard under "Your Budget/Review Budget Requests".
- * **Email your Transfer Request to sgfdocuments@sg.ufl.edu. Title your email: "Transfer Request-(Spelled out Org Name)**