**Financial Services**

**Budget Transfer Approvals**

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| **Originating Department** | **Approval Level** | **Instructions** |
| Department Head | Up to $9,999.99 | * Enter transfer in [Self Service Banner](http://www.fitchburgstate.edu/technology/banner/gateway.cfm). * Signed hardcopy retained in department. |
| Department Head | $10,000 to $24,999.99 | * Complete an on-line budget transfer form. * Email completed form to Vice President for review and approval. * Vice President will email transfer to the [Budget Department](mailto:heidiswift@fitchburgstate.edu). |
| Vice President | Up to $24,999.99 | * Enter transfer in [Self Service Banner](http://www.fitchburgstate.edu/technology/banner/gateway.cfm). * Signed hardcopy retained in department. |
| All areas | $25,000 and above | * Complete on-line budget transfer form. * Email completed form to [Budget Department](mailto:heidiswift@fitchburgstate.edu). * Budget Department will obtain appropriate approvals.   Transfers of $50,000 or more require Board of Trustee approval before processing. |
| Capital Projects | $100,000 and above | * Complete an on-line budget transfer form * Email completed form to the [Budget Department](mailto:heidiswift@fitchburgstate.edu). * Budget Department will obtain appropriate approvals. |

**For Budget Transfer Instructions and additional Financial Services Information please visit our website.**