**Financial Services**

**Budget Transfer Approvals**

|  |  |  |
| --- | --- | --- |
| **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.
 |
| 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.
* 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.
* Budget Department will obtain appropriate approvals.
 |

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