

**UNIVERSITY OF HOUSTON-DOWNTOWN**  
**TRANSFER OF FUNDS REQUEST**

TO: Budget Office  
Suite 970-S

FROM: \_\_\_\_\_

Please transfer funds as indicated below:

From Cost Center \_\_\_\_\_ Amount \$ \_\_\_\_\_

To Cost Center: \_\_\_\_\_

From Cost Center: \_\_\_\_\_ Amount \$ \_\_\_\_\_

To Cost Center: \_\_\_\_\_

From Cost Center: \_\_\_\_\_ Amount \$ \_\_\_\_\_

To Cost Center: \_\_\_\_\_

Justification:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approvals:

Cost Center Manager/  
Dept. Business Manager \_\_\_\_\_ Date: \_\_\_\_\_

Budget Office \_\_\_\_\_ Date: \_\_\_\_\_

\*If the transaction requested involves two departments, both cost center managers/dept. business managers must approve the adjustment.