

# **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 100000 – 139999 accounts are acceptable with the exception that a 136XXX account can only transfer to another 136XXX account.
- b. Transfers of budgets between 144000 – 144999 accounts are acceptable.
- c. Transfers of budgets between 120000 – 139999 and 149000 – 149999 are acceptable. Transfers are acceptable from 120000-139999 to 149000-149999. No transfers out of 149000-149999 range are allowed.
- d. Transfers of budgets between 150000 – 151999 accounts are acceptable.
- e. Transfers of budgets between 153000 – 154999 accounts are acceptable.
- f. Transfers of budgets between 155000 – 156999 accounts are acceptable.
- g. Transfers of budgets between 158000 – 159999 accounts are acceptable.
- h. Account 130000 – 139999 (except 136XXX) can transfer to scholarship range 163700 – 163999 only for paying scholarships. Transfers back to 130000 – 139999 accounts are acceptable. For accounts with “GE” in sub sub field on screen 6, both accounts must have “GE.”
- i. Transfers of budgets 164000-164999 within special item ranges.
- j. Transfers of budgets between 179000 – 179999 and 120000 – 169999 are acceptable
- k. Transfers of budgets between many accounts in the 200000 – 299999 ranges are acceptable. The exceptions are as follows:
  - Transfers are allowed between 20XXXX-22XXXX accounts with the exception of fee accounts. This range may also transfer to the 25XXXX range.
  - Transfers are allowed between 23XXXX accounts but not outside this range. More specifically, transfers of budgets between 235XXX accounts are subject to approval by the Contracts and Grants department. Transfers outside the range are not allowed.
  - Transfers are allowed between 24XXXX accounts but not outside this range.

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- Transfers are allowed between 25XXXX accounts but not outside this range. This range may receive funds from the 20XXXX-22XXXX range.
  - Transfers are allowed between 27XXXX accounts but not outside this range, with the exception that if the sub sub field on screen 6 is SC, no transfer is allowed unless it's to the corresponding 87xxxx account. Example: Account 027030 (transfer only allowed at the GL) to account 870300. Similarly, if the sub sub field is TX, only transfers to another 27XXXX account with sub sub TX is allowed.
  - Transfers are allowed between 28XXXX accounts but not outside this range.
  - Transfers are allowed between 29XXXX accounts but not outside this range.
- l. Transfers of budgets between most accounts in the 300000 – 399999 ranges are acceptable.
- m. Transfers of budgets between 2XXXXX and 3XXXXX are subject to approval on an individual basis by the Vice President's office.
- n. Gift accounts:
- 50XXXX (unrestricted gift) to 50XXXX is acceptable
  - 51XXXX (gift with a purpose) to 51XXXX is acceptable with like purpose on FAMIS screen 8
  - 50XXXX to 51XXXX is acceptable
  - 51XXXX to 55XXXX is acceptable
  - 55XXXX to 55XXXX is acceptable
- AFS account to another AFS account is acceptable within allowable transfer rules (AFS= Association of Former Students)
- AFS account to any 5XXXXX or 65XXXX non-AFS account are acceptable
- Note: If justification is "to cover a deficit," look into the source fund of the accounts. Only transfers between accounts that are funded by the same donor are allowed. Also note that year-end transfers that are to cover deficits that are between an account that can and an account that cannot purchase alcohol will NOT be able to be reversed in the next fiscal year.
- o. No transfers in the 4XXXXX account ranges are allowed by DBR.
- p. Transfers from 074XXX accounts (endowments) or 5XXXXX (gifts) accounts to 6XXXXX (scholarships) accounts are acceptable.  
Transfers from 5xxxxx (gifts) accounts to 6xxxxx (scholarships) accounts are acceptable.  
Transfers from 5xxxxx and 6xxxxx back to 074xxxx accounts are acceptable.

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- q. Most accounts are allowed to transfer into an 809XXX or 87XXXX account with approval. Any transfer from a 29xxxx account to Plant must be to an account in the 806xxx-806999 range. (Any Plant account transfer will route through Shelly Janac before approval.)

### **2. Non-acceptable Transfers**

- a. 51XXXX (gift with a purpose) to 50XXXX (unrestricted gift)
- b. 55XXXX to 51XXXX
- c. Transfers of budgets from an account that can not purchase alcohol to an account that can (see FAMIS screen 8 for subcode 6341; 6341 = account can purchase alcohol.)
- d. Into an AFS account from a non-AFS account
- e. Transfers of budgets between 160000 – 160999
- f. Transfers of budgets between 163000 – 163699 accounts (these may be approved if the transfer does not cross individual special item ranges.)