Salt Lake Community College	Hybrid Budget Transfer Request Budget Office - budgetoffice@sloc.edu Mailstop: BGT Phone: 801-957-4243							
Date: * Fiscal Year: *	Division: *							
6/23/2021 YYYY	~ · · · · · · · · · · · · · · · · · · ·							
Instructions								
No. Index Code Fund	Account \$Amount OT P							
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+	J							
Has Neuros	6/23/2021							
Hoa Nguyen Prepared By: *	Date: *							
APPROVER USERNAMES: How to find an approver username Grant related transfers: Require PI, BCM (if different than PI) and Asst. Controller approvals All other transfers: Require Vice President/Provost/President approval only if the transfer is full-time salary related or moving \$25,000+ <u>FROM</u> a single source.								
At least one use	mame is required.							
Principal investigator (for grants only)	Budget Center Manager ***							
Asst. Controller Grants & Restricted Programs	Second Level Supervisor							
Vice President/Provost/President * * *								

Etrieve Hybrid Budget Transfer Request Instructions

Hybrid budget transfer form is to request temporary and/or permanent budget transfers .

- 1. Fiscal Year: Enter the fiscal year the transfer must be posted in.
- 2. Division: Select your Division from the drop down list.

If you are filling out the form for another department, make sure to select the Division of the Cabinet Member who will have final approval on the transfer.

- 3. No. (optional): If you have multiple transfers for varying reasons on the same form, use this box to assign a reference number, as needed, to detail reasons for each line item. See example on last page. Otherwise, just leave it blank.
- 4. Index Code: Enter in all caps if it is an alpha index.
- 5. Fund: Auto-populated based on the index code entered.
- 6. Account: Select an account from the drop down list.
- 7. Amount: Enter negative dollar amounts for "transfer from" and positive dollar amounts for "transfer to".
- 8. OT/P: Check "OT" for One-time or "P" for Permanent transfers. Either "OT" or "P" must be checked on each row .
- 9. Plus/Minus buttons: Click the Plus button to add a line. Click the Minus button to delete a line.
- 10. I verify that the transfer(s) are within the same Fund(s): Make sure your transfers are within the same fund and check this box before submitting.
- 11. Reason for the requested transfer: Provide clear and detailed reason for the requested transfer. If there are multiple transfers for varying reasons, reference the number input in the "No.' field (see example on the last page.)
- 12. Approver username(s): This form requires at least 1 (and up to 5) signatures depending on the type of transfer and the account(s) and amount(s) entered.
 - Grant related transfers: Require Principle Investigator (PI), BCM (if different than PI) and Asst. Controller approvals.
 - All other transfers: Require Vice President/Provost/President approval only if the transfer is full-time salary related or moving \$25,000+ **FROM** a single source.
 - Follow instructions on the next page to get approver usernames.
 - Enter approver usernames in the appropriate fields. If the Budget Center Manger (BCM) is also the VP/Provost/ President, leave the BCM box blank and only enter the username in the VP/Provost/President box.
 - Make sure to enter at least one approver username.
- 13. Attachments: Attached documents can only be in PDF or image formats.
- 14. Form tracking: After submitting a form, its status can be tracked using the History button at the bottom of the form, under the Activity tab.

How to find an employee's username

- 1. Go to the Address Book in Outlook
- 2. Search for the employee, then double click on the name
- 3. A new window will pop up. The username is in the Alias box.

Address Book: Offline Global Address List - File Edit Tools									
Search: Name only More columns Address Book									
hoa Go Offline Global Address List - hoa.nguyen@ > Advanced Find									
Name	Title	Business Phone	Location	Department					
♀ Hoa Nguyen	oa Nguyen Budget Analyst		RRC-AAB-301ED	Budget Office 🔥					
HODGES DWS TANF CY19-Ann									
Q Hollie Worthen	Administrative Asst I	(801) 957-6341	JC-HTC-115U	Concurrent Eni					
Q Holly Arguello	Adjunct Hourly			Criminal Justice					
Q Holly Erickson	Grant Officer 2	(801) 957-4838	RRC-AAB-101J	Grants & Conti					
Q Holly Garcia	Dir, Child Care & Family Serv	(801) 957-3070	SCC-SCM-1-188A	Asst VP, Studer					
Q Holly Huntington	Adjunct Salaried		Adjunct Faculty						
Q Holly McOmie	Hourly OTP			Dean of StuPIn					
Q Holly Moore	Professor	(801) 957-4418	RRC-SI-229	Engineering					

<u>q</u> =	Hoa Ng	guyen				_		×
Hoa Nguyen				This is t	the username			
Bu	udget	Analyst						
G	eneral	Organization	Phone/Notes	Member Of	E-mail Addresses			
Name								
	First:		Hoa Initia	als:	Last:	Nguyan		
	Displ	ay:	Hoa Nguyen		Alias:	hnguy110		
Address:		ess:	Campus: RRC Mailstop: BGT	Title:	Budget Analyst			
		Company:		SLCC				
	City:				Department:	Budget Office		
	State	:			Office:	RRC-AAB-301ED		
	Zip co	ode:			Assistant:			
	Coun	try/Region:			Phone:	(801) 957-4243		
	Add	to Contacts	⊘ Actio <u>n</u> s					
					ОК	Cancel	Apply	

Double click on the person's name

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Date:		Fiscal Ye	ar: *			Division: *				
6/23	/2021	2021				Finance and	Administr	atic 🗸		
	Instructions									
No.	Index Code	Fund	1	Account		\$ Amount	ОТ	P		
1	BBPNTR	10000	62000) - Hourly N	~	-10000	2			
	BBPNTR	10000	94000) - Equipm	~	10000	2			
2	BBCARP	10000	62000) - Hourly N	~	-7700	2			
	BBPLUM	10000	94000) - Equipm	~	7700	2			
3	BBCARP	10000	70000) - Current	~	-500		2		
	BBCARP	10000	90100) - Out-of-S	~	500		2		
	+									
2. <u>S</u> e	eg 123456789 - Va eesnake with Batte rowhead <u>Breadker</u>	ry						•		
		Hoa Nguyen				8/2	3/2021			
		Prepared By: *				Date: *				
	Grant related transfe All other transfers: R	MES: How to find rs: Require PI, BCM (if equire Vice President/I 5,000+ <u>FROM</u> a single At least on	f differen Provost/F source.	t than PI) and President app	i Asst. (roval o	Controller approva		alary		
baskerlu										
	Principal Investiga	ator (for grants only)		Budget Center Manager * * *						
۵	at. Controller Grant	s & Restricted Progra	me		Sec	ond Level Super	visor			
				t113						
		Vice Presid	· ·	vost/Preside	nt•••					
	* * * If the BCI/I is also the VP/Provost/President, ONLY enter Approver Username in the VP/Provost/President field.									