

ELECTRONIC BUDGET TRANSFER ACCESS FORM

This form allows access to process Electronic Budget Transfers. This access will only allow Temporary Budget Transfers (BD04) in the Maintenance and Operations (M&O) budget. **Electronic budget transfers will only be allowed if you have received prior banner finance access to the index(es) obtained with the banner access form. You can only process electronic budget transfers for the indexes for which you have access.**

Please complete this form to authorize the person to process Electronic Budget Transfers for your area and return to Dot Carden, dotc@uca.edu or fax to 450-5168.

****If a person moves to another department, the REMOVE Electronic Budget Transfer Access Form *MUST* be submitted *BEFORE* access can be given in a new department.**

Please provide the following contact information for the person which access is requested:

Full Name	<input type="text"/>
UCA ID	<input type="text"/>
Department/Organization	<input type="text"/>
Phone Number	<input type="text"/>
E-mail Address	<input type="text"/>

Please select the type of Access Requested:

- Departmental Budget Entry (BDDP) *
Or
 Budget Entry Dept Auxiliary (BDAX)**

*The Departmental Budget Entry includes any Education and General (E&G) index.

**The Budget Entry Dept Auxiliary units include: Athletics, Housing, Food Service, Student Center, Radio Station, Farris Fields, HPER Recreation, Bookstore, Student Health Services, Post Office, and Parking Facilities.

Effective Date

Vice President, Dean, or Department Chair (Name printed): _____

Vice President, Dean, or Department Chair (Signature): _____