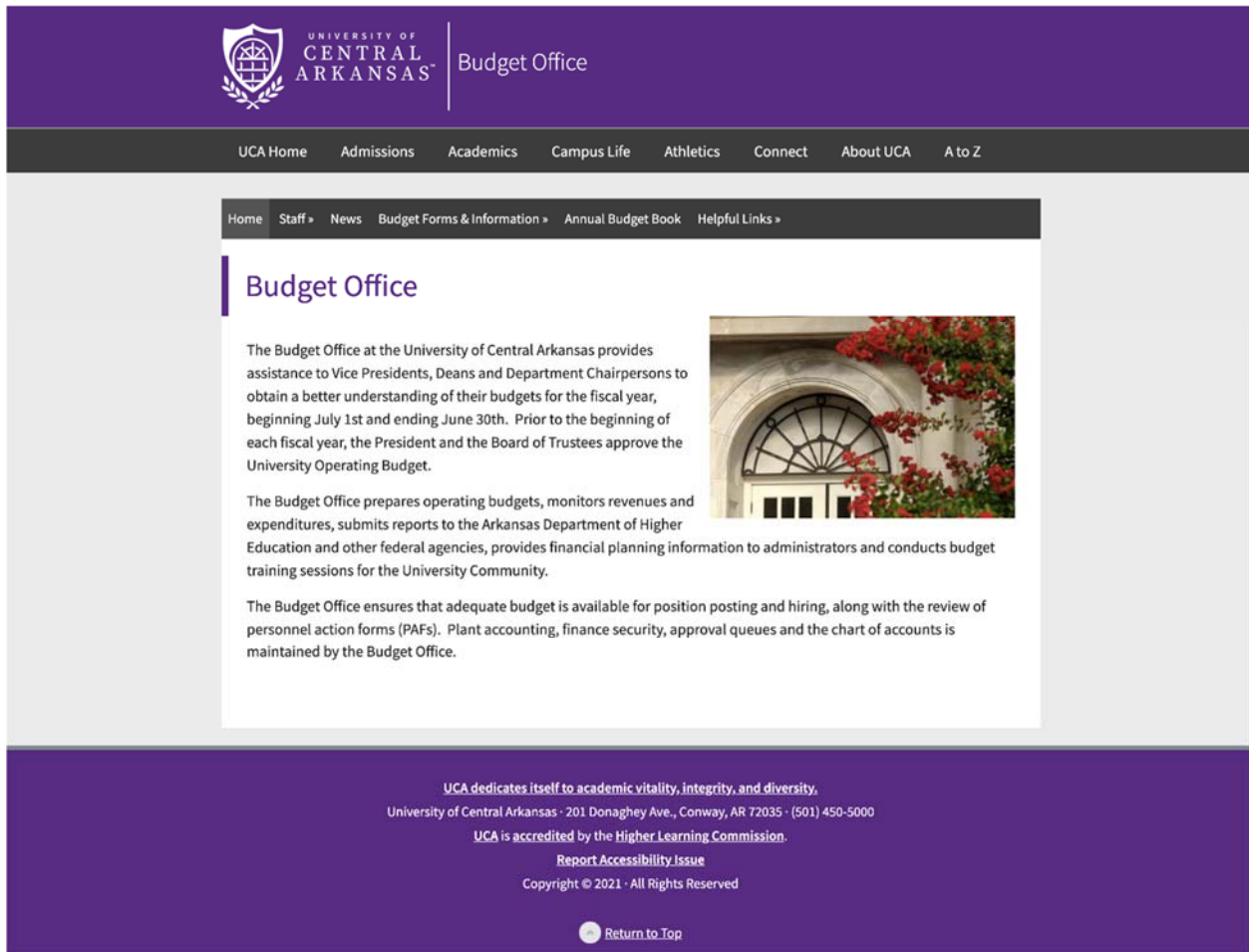


How to Process a Budget Transfer in DocuSign

Go to the Budget Office website <https://uca.edu/budget/>

Do not create your own form, it will not flow correctly for the signatures required to process.



The screenshot shows the website for the Budget Office at the University of Central Arkansas. The header features the university's logo and the text "UNIVERSITY OF CENTRAL ARKANSAS" and "Budget Office". A navigation bar includes links for "UCA Home", "Admissions", "Academics", "Campus Life", "Athletics", "Connect", "About UCA", and "A to Z". Below this is a secondary navigation bar with "Home", "Staff", "News", "Budget Forms & Information", "Annual Budget Book", and "Helpful Links". The main content area is titled "Budget Office" and contains three paragraphs of text. To the right of the text is a photograph of a building entrance with a large arched window and red flowers in the foreground. The footer contains the university's mission statement, contact information, accreditation information, a link to report an accessibility issue, and a copyright notice for 2021. A "Return to Top" button is located at the bottom center.

UCA dedicates itself to academic vitality, integrity, and diversity.
University of Central Arkansas - 201 Donaghey Ave., Conway, AR 72035 - (501) 450-5000
UCA is accredited by the Higher Learning Commission.
[Report Accessibility Issue](#)
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[Return to Top](#)

Click on Budget Forms & Information,
Select Budget Transfer

The screenshot shows the University of Central Arkansas Budget Office website. At the top, there is a purple header with the university's logo and the text "UNIVERSITY OF CENTRAL ARKANSAS" and "Budget Office". Below the header is a dark navigation bar with links: "UCA Home", "Admissions", "Academics", "Campus Life", "Athletics", "Connect", "About UCA", and "A to Z".

The main content area has a secondary navigation bar with links: "Home", "Staff", "News", "Budget Forms & Information", "Annual Budget Book", and "Helpful Links". The "Budget Forms & Information" menu is open, showing a list of options: "Budget Training", "Budget Training Manual", "Access Forms", "Budget Transfer", "Account Code Quick List", and "Pool Account List". A blue arrow points from the text box above to the "Budget Transfer" option.

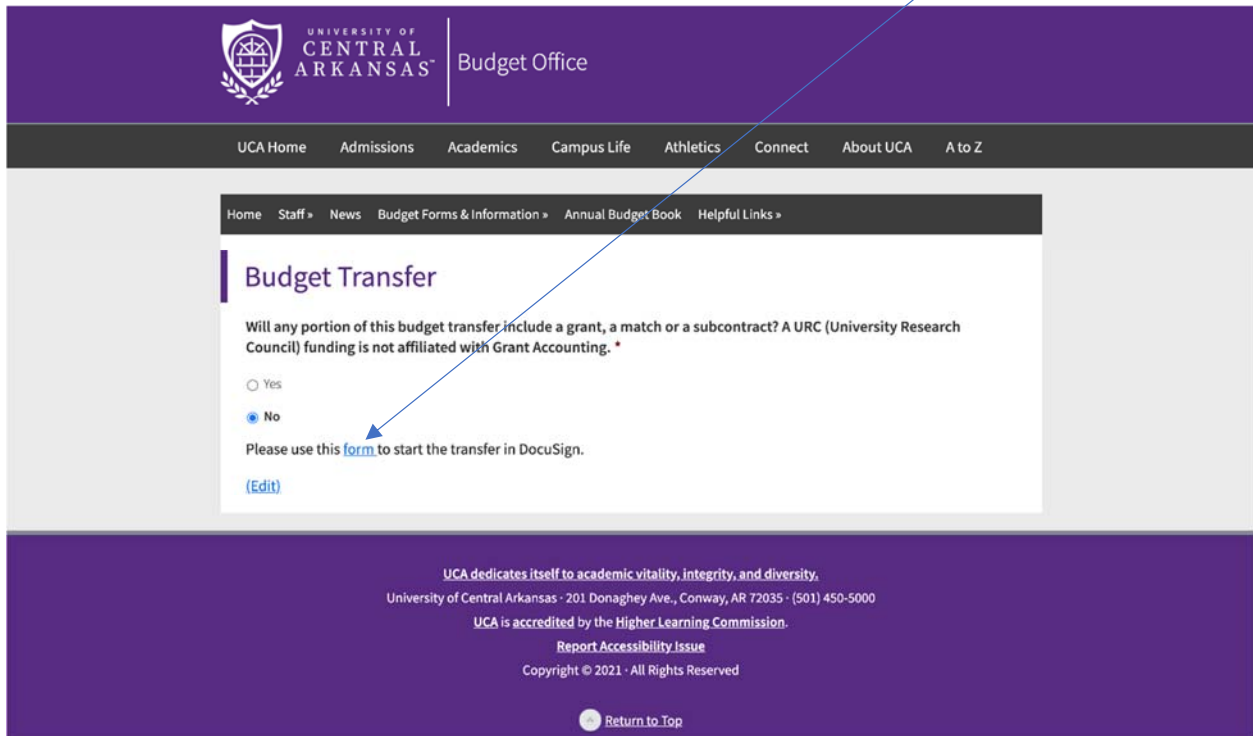
The main content area features a large heading "Budget Office" and several paragraphs of text. The first paragraph states: "The Budget Office provides assistance to Vice Presidents to obtain a better understanding of the budget process beginning July 1st of each fiscal year, the Board of Trustees approve the University Operating Budget." The second paragraph states: "The Budget Office prepares the budget, monitors revenues and expenditures, submits the budget to the Arkansas Department of Higher Education and other federal agencies, provides financial planning information to administrators and conducts budget training sessions for the University Community." The third paragraph states: "The Budget Office ensures that adequate budget is available for position posting and hiring, along with the review of personnel action forms (PAFs). Plant accounting, finance security, approval queues and the chart of accounts is maintained by the Budget Office." To the right of the text is a photograph of a building entrance with a large arched window and red flowers in the foreground.

At the bottom of the page, there is a purple footer containing the following text: "UCA dedicates itself to academic vitality, integrity, and diversity. University of Central Arkansas · 201 Donaghey Ave., Conway, AR 72035 · (501) 450-5000 UCA is accredited by the Higher Learning Commission. Report Accessibility Issue Copyright © 2021 · All Rights Reserved" and a "Return to Top" button with a circular arrow icon.

Determine if the budget transfer involves a grant or non-grant index, a URC is non-grant. Select the appropriate button. If you select “yes”, the grant budget transfer form link will appear. This is not a DocuSign form and it will **not** electronically flow from one person to another for signatures.

The screenshot shows the University of Central Arkansas Budget Office website. The header includes the university logo and the text 'UNIVERSITY OF CENTRAL ARKANSAS' and 'Budget Office'. A navigation bar contains links for 'UCA Home', 'Admissions', 'Academics', 'Campus Life', 'Athletics', 'Connect', 'About UCA', and 'A to Z'. Below this is a breadcrumb trail: 'Home > Staff > News > Budget Forms & Information > Annual Budget Book > Helpful Links >'. The main content area is titled 'Budget Transfer' and contains the question: 'Will any portion of this budget transfer include a grant, a match or a subcontract? A URC (University Research Council) funding is not affiliated with Grant Accounting. *'. There are two radio buttons: 'Yes' and 'No'. A blue arrow points to the 'Yes' radio button. Below the radio buttons is a blue link labeled '(Edit)'. The footer contains the text: 'UCA dedicates itself to academic vitality, integrity, and diversity. University of Central Arkansas · 201 Donaghey Ave., Conway, AR 72035 · (501) 450-5000. UCA is accredited by the Higher Learning Commission. Report Accessibility Issue. Copyright © 2021 · All Rights Reserved.' and a 'Return to Top' button.

If you select No, it will populate the link to begin the budget transfer in DocuSign.



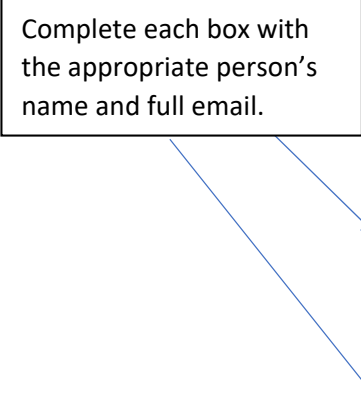
The screenshot shows the University of Central Arkansas Budget Office website. The header includes the university logo and the text 'UNIVERSITY OF CENTRAL ARKANSAS' and 'Budget Office'. A navigation menu lists: UCA Home, Admissions, Academics, Campus Life, Athletics, Connect, About UCA, and A to Z. A secondary menu lists: Home, Staff, News, Budget Forms & Information, Annual Budget Book, and Helpful Links. The main content area is titled 'Budget Transfer' and contains the question: 'Will any portion of this budget transfer include a grant, a match or a subcontract? A URC (University Research Council) funding is not affiliated with Grant Accounting. *'. Below the question are two radio buttons: 'Yes' and 'No'. The 'No' radio button is selected. Below the radio buttons, the text reads: 'Please use this [form](#) to start the transfer in DocuSign.' and there is an '(Edit)' link. The footer contains the following text: 'UCA dedicates itself to academic vitality, integrity, and diversity. University of Central Arkansas - 201 Donaghey Ave., Conway, AR 72035 - (501) 450-5000. UCA is accredited by the Higher Learning Commission. Report Accessibility Issue. Copyright © 2021 - All Rights Reserved.' and a 'Return to Top' button.

PowerForm Signer Information

Fill in the name and email for each signing role listed below.
Signers will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

Complete each box with
the appropriate person's
name and full email.



Department Contact

Your Name: *

Your Email: *

Please provide information for other signers
needed for this document.

Enter your name and email here in order to track this Budget Transfer in DocuSign

Name: *

Email: *

Chair/Department Head

Name: *

Email: *

Dean/Director

Name: *

John Doe

Email: *

Johnd@uca.edu

This will be determined when you select **Yes** or **No** on the transfer form.

Conditional Recipient

Group Name

Grad School

Conditional Recipient

Group Name

Assoc VP Finance

Conditional Recipient

Group Name

Provost Office

These are automatically routed based on the selection of the VP.

Vice President/Provost

Name: *

Elvis Presley

Email: *

epresley@uca.edu

When the boxes are complete, click here to begin the budget transfer with the signing of approvals.

[BEGIN SIGNING](#)

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Done! Select Finish to send the completed document.

FINISH FINISH LATER OTHER ACTIONS ▾

DocuSign Envelope ID: FEF54DD-1244-4EE1-AFE1-79B06E20156

Budget Transfer

Date:

It is requested that this budget transfer be approved for the organization(s) and the amount(s) indicated below:

(Name of Department) (Signature of Department Head)

Type of Change:	Base <input type="radio"/>	Approvals:	Budget Use Only:
	Temporary <input checked="" type="radio"/>	Deans/Director: _____ <input type="text"/> _____ Grad School: _____ Acad Bud Coord: _____ Assoc VP Finance: _____ Vice President/Provost: _____ <input type="text" value=""/> _____ Budget: _____	Initial: _____ Date: _____ #: _____

Index	Organizational Name	Account Code	Justification/Reason	Budget Increase	Budget Decrease
701000	Budget	710100	Trsf to Travel		1
701000	Budget	717000	Trsf from M&O	1	
TOTAL				1	1

Justification/Reason: (Additional comments if needed)

Budget Transfer Form Docu Sign Linda.pdf 1 of 1

FINISH

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If needed, documents may be attached.

When complete, click on either of the finish buttons. If you want to complete it at a later time, click Finish Later.

DocuSign

You've finished signing!



You'll receive an email copy once everyone has signed.
