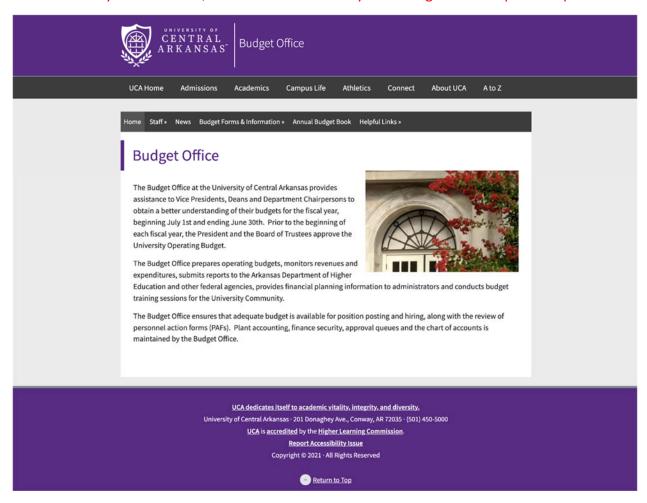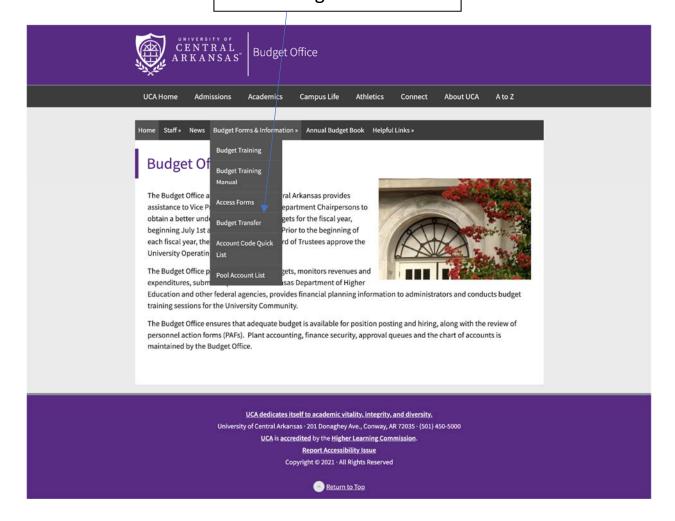# How to Process a Budget Transfer in DocuSign

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

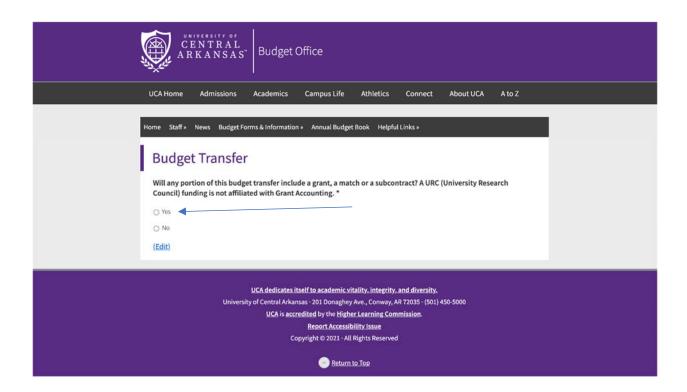Do not create your own form, it will not flow correctly for the signatures required to process.
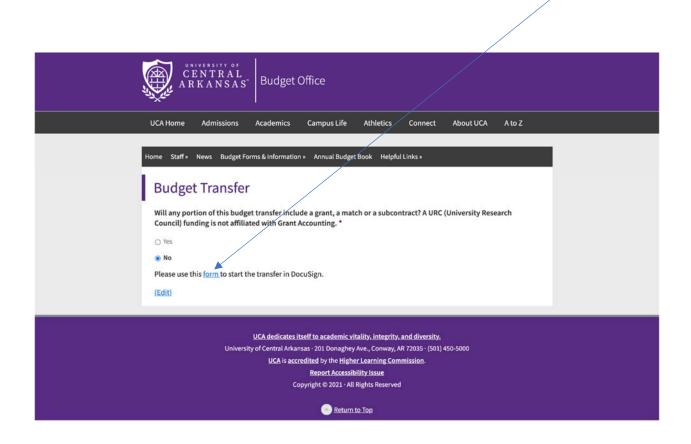
Click on Budget Forms & Information,

Select Budget Transfer

UNIVERSITY OF
CENTRAL
ARKANSAS™ | Budget Office

UCA Home   Admissions   Academics   Campus Life   Athletics   Connect   About UCA   A to Z

Home   Staff »   News   Budget Forms & Information »   Annual Budget Book   Helpful Links »

Budget Training
Budget Training Manual
Access Forms
Budget Transfer
Account Code Quick List
Pool Account List

Budget Of

The Budget Office a_____ral Arkansas provides assistance to Vice P____epartment Chairpersons to obtain a better und____gets for the fiscal year, beginning July 1st a____Prior to the beginning of each fiscal year, the____rd of Trustees approve the University Operatin____

The Budget Office p____gets, monitors revenues and expenditures, subm____as Department of Higher Education and other federal agencies, provides financial planning information to administrators and conducts budget training sessions for the University Community.

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.

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.

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

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.

Department Contact

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

Your Name: *

> Jane Smith

Your Email: *

> jsmith@uca.edu

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: *

> Jane Smith

Email: *

> jsmith@uca.edu

Chair/Department Head

Name: *

> John Doe

Email: *

> Johnd@uca.edu

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

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

Conditional Recipient

Group Name

Provost Office

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

You must select yes or no to route through the Graduate office. Once your selection is made, the form will route accordingly, and this option will no longer appear.

DocuSign Envelope ID: FE0F54DD-124A-4EE1-AFE1-79BD9E0D5156

START

Budget Transfer

Date: 01/07/2022

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

Budget

(Name of Department)   (Signature of Department Head)

Permanently effects current and future fiscal years.

Type of Change:	Approvals:	Budget Use Only:
Base ○	Required - Is Graduate Dean signature required?	Initial:
	G_____ Acad Bud Coord_____ Assoc VP Finance_____	Date:
Temporary ◉	V No_____ [▼]	#
	Budget _____	

Only effects current fiscal year.

Index	Organizational Name	Account Code	Justification/Reason	Budget Incr	Budget
	TOTAL				

Click the drop down to choose your VP.

Justification/Reason: (Additional comments if needed)

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Budget Transfer

Date: _____ 01/07/2022

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

Budget
_____   _____
(Name of Department)   (Signature of Department Head)

Type of Change:	Approvals:		Budget Use Only:
Base ○	Dean/Director_____		Initial:
	Grad School_____ Acad Bud Coord_____ Assoc VP Finance_____		Date:
Temporary ◉	Vice President/Provost_____ [▾]		#
	Budget_____		

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)

[   ]

Optional
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.