

FORM 403 COMPLETION

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>COMMENTS</u>
A	FISCAL YEAR	The Fiscal Year for which transfer is being requested.
B	PROGRAM LOG NUMBER	Enter the program reference number to identify the 403.
C1	COST CENTER	Enter the CAPS Cost Center from which the budgeted funds are to be transferred.
C2	DESCRIPTION	Enter the CAPS Cost Center description from which the budgeted funds will be transferred.
C3	MINOR OBJECT CODE	Enter the CAPS Minor Object Code from which the budgeted funds are to be transferred.
C4	UNIQUE NO.	Complete this item if you are transferring funds from a budgeted position.
C5	AMOUNT	Enter specific amounts. Note the following restrictions: a) Salary amounts will be pro-rated for the remaining months of the fiscal year. Amounts cannot be retroactively transferred. Please note, funding of ordinance positions requires funding of employee benefits. b) Services and Supplies or Equipment dollars cannot exceed budget remaining for the remainder of the fiscal year.
D1	COST CENTER	Enter the CAPS cost center receiving the transferred funds.
D2	DESCRIPTION	Enter the CAPS Cost Center description receiving the transferred funds.
D3	MINOR OBJECT CODE	Enter the CAPS Minor Object Code receiving the transferred funds.
D4	AMOUNT	Enter specific amounts. Note the following restrictions: a) Salary amounts will be pro-rated for the remaining months of the fiscal year. b) Services and Supplies or Equipment dollars cannot exceed budget remaining for the remainder of the fiscal year.

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>COMMENTS</u>
E	FUNDING	Identify the funding source.
F	BUDGET CHANGE	Identify whether the requested budget transfer is permanent or one-time (current fiscal year only).
G	JUSTIFICATION	Justification should explain why funds are being transferred to the receiving area.
H	CONTACT PERSON	Type or legibly print the name and phone number of the contact person who will be responsible for answering questions regarding the transfer.
I & K	APPROVAL SIGNATURES	Mandatory. Signatures should be legible. If you are signing for someone else, print your own name as well.