

## Checklist for Budget Transfer Review

- Is sufficient budget available in the request's originating dept ID(s)?
- Is sufficient budget available in the request's originating budget transfer code(s)?
- Ensure the request does not ask for budget to be transferred to/from a 103 dept ID to another GPR fund.
- Ensure the request does not ask for a transfer of Fund 112 budget to any other fund.
- Ensure the request does not ask for a transfer of Fund 118 budget to any other fund.
- Is the request reasonable, appropriate, and necessary?