

**U.S. DEPARTMENT OF THE INTERIOR
U.S. GEOLOGICAL SURVEY**

BUDGET SUB-ALLOTMENT TRANSFER REQUEST

PURPOSE OF FORM: This form should be used to request transfers of sub-allotment authority between divisions of the USGS. Requests must be approved by both the transferring and receiving divisions and will be applicable only for the single fiscal year designated. Transfers can only occur after an appropriation has been received. Transfers will not affect budget authority amounts requested in the future budget documents. Multiple year transfers should be re-requested each fiscal year. Separate forms must be prepared for each fund type.

AMOUNT OF TRANSFER _____

FISCAL YEAR OF TRANSFER _____

TRANSFERRING DIVISION _____, BUDGET ACTIVITY _____, FUND TYPE _____

RECEIVING DIVISION _____, SALT DIVISION: _____

TRANSFER AMOUNT BY PROGRAM ELEMENT

PROGRAM ELEMENT (PE) NAME	PE CODE	AMOUNT	INITIATIVE OR PROJECT TITLE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL TRANSFER		_____	

DIVISION APPROVALS:

PREPARED BY NAME & PHONE NUMBER _____

TRANSFERRING DIVISION NAME & SIGNATURE _____

RECEIVING DIVISION NAME & SIGNATURE _____

Instructions for Preparing Form 9-3081, Budget Sub-Allotment Transfer Request, to transfer funding to other Divisions:

Form may be typed or handwritten. Form is prepared by the Division transferring the funds.

Amount of Transfer	-	Enter Gross Amount of Funds
Fiscal Year of Transfer	-	00
Transferring Division	-	Geologic
Budget Activity	-	70000
Fund Type	-	0804 (one-year appropriation) or 0804X (multi-year appropriation)
Receiving Division	-	(Spell out or use abbreviation) Water Resources (WRD) National Mapping (NMD) Biological Resources (BRD) Office of Program Support (OPS)
SALT Division	-	Receiving Division one digit code (e.g., 3-BRD, 4-WRD, 5-NMD, 6-OPS, 7-GD)
Program Element (PE) Name	-	Enter title of appropriation (e.g., Mineral Resources)
PE Code	-	Enter Program Element Code for funds being transferred (e.g. Volcano Hazards' code is 71020).
Amount	-	Gross funding for program element named.
Initiative or Project Title	-	Division Contact/Account Number/Brief description (e.g., Urban Hazards, Salary Support)
Total Transfer	-	Sum of gross funding from each line above
Prepared by Name & Phone Number	-	Cost Center Administrative Staff filling out the form