

**Geologic Division
Budget Allotment Transfer Request**

Purpose of the Form: This form should be used to request transfers of appropriated funds in the amount of \$10,000 or more between cost centers in the Geologic Division after the distribution of the initial matrix for the current fiscal year. Requests must be approved by both the transferring and receiving cost centers and their respective Regional Geologist's Office. Headquarters cost center reallocation requests must be sent to the respective Program Coordinator(s) and/or the Associate Chief Geologist(s) for approval. Transfers can occur only after an appropriation has been received. Completed forms with approvals are submitted to the appropriate Budget and Finance Office by established deadlines.

Amount of Transfer (Gross Funds) _____

Fiscal Year of Transfer _____

Transferring Cost Center _____

Receiving Cost Center _____

Reason(s) for Transfer _____

Transfer Amount to Receiving Cost Center by Program Element (PE)

Program Element (PE) Name	PE Code	Fund Type	Gross Funding	Account No. (if known)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Division Approvals

Prepared by Name and Phone Number: _____ Date: _____

Transferring Cost Center Name & Signature _____ Date: _____

Receiving Cost Center Name & Signature _____ Date: _____

Regional Geologist Name & Signature _____ Date: _____

Regional Geologist Name & Signature _____ Date: _____

Instructions for Preparing Geologic Division Budget Allotment Transfer Request Form

The cost center transferring the funds prepares the form, obtains signatures for both cost centers, and sends the reallocation request to the servicing Regional Budget and Finance Office. The respective Regional Geologist(s) (or designee(s)) approves the request and forwards to the Division Budget and Finance Office by the monthly date established in the Division's annual memorandum establishing the financial activities timetable for the fiscal year. The Division Budget and Finance Office includes the transfer of funds in that month's revised matrices.

After the revised matrices and salmon sheets are issued, cost centers prepare forecasts reflecting the changes and forwards them to the appropriate Budget and Finance Office for processing.

Amount of Transfer (Gross Funds)	Gross amount of funds to be transferred
Fiscal Year of Transfer	2000
Transferring Cost Center (CC)	4-digit organization code for transferring cost center
Receiving Cost Center (CC)	4-digit organization code for receiving cost center
Reason for Transfer	Short explanation of activity, including project name, if appropriate
Program Element (PE) Name	Title of appropriation (e.g., Volcano Hazards)
PE Code	Program Element (PE) code for funds being transferred (e.g., Volcano Hazards' code is 71020).
Fund Type	0804 (GD one-year appropriation) or 0804X (GD multi-year appropriation)
Gross Funding	Enter gross amount for the Program Element (PE) Name/Code cited. If the reallocation is for more than one PE, list amounts separately for each PE code.
Account Number (optional)	Receiving cost center account number, if known
Prepared by Name & Phone Number	Cost Center staff preparing the form
Transferring CC Name and Signature	Cost Center (CC) Chief (or designee) signs; print/type name under signature; enter date
Receiving CC Name and Signature	Cost Center (CC) Chief (or designee) signs; print/type name under signature; enter date
Regional Geologist(s) Name & Signature	Regional Geologist (or designee) signs for transfers with regional cost centers. If more than one region is involved, the Regional Geologist (or designee) for each region must sign. Program Coordinators approve for allocations involving Program Headquarters cost centers.