

TRANSFER OF BUDGET ALLOTMENT

STD. 25 (REV. 9-94)

DOCUMENT NUMBER

AGENCY NAME	FISCAL YEAR	DATE SUBMITTED
FUND AND APPROPRIATION	COPY TO BUDGET DIV., DEPT. OF FINANCE <input type="checkbox"/> (SEE SAM 6230)	

ALLOTMENT TO BE REDUCED	TOTAL ALLOTMENT BEFORE THIS TRANSFER	UNENCUMBERED BALANCE BEFORE THIS TRANSFER	AMOUNT TO BE TRANSFERRED FROM		TOTAL ALLOTMENT TO BE DECREASED BY
			UNENCUMBERED BALANCE	UNLIQUIDATED ENCUMBRANCES	

ALLOTMENT TO BE INCREASED	TOTAL ALLOTMENT BEFORE THIS TRANSFER	UNENCUMBERED BALANCE BEFORE THIS TRANSFER	AMOUNT TO BE TRANSFERRED FROM		TOTAL ALLOTMENT TO BE INCREASED BY
			UNENCUMBERED BALANCE	UNLIQUIDATED ¹ ENCUMBRANCES	

¹ Must agree in total with amount of reduction of Unliquidated Encumbrances shown above.

REASONS FOR TRANSFER (Please provide references to appropriate documents as necessary)

I hereby certify that all conditions for exemption for budgetary review set forth in SAM 6230 have been complied with and this document is exempt from budgetary review by the Department of Finance.

DEPARTMENTAL APPROVAL

	
TITLE (Official Designated by Director)	DATE SIGNED
	TITLE
	DATE SIGNED