

Common Budget Transactions

Transaction Description	Form Required	Form-Transaction
1. Filling Vacancies		
• Staff	√	Temporary Staff Replacement Form
▪ Temporary	√	Permanent Staff Replacement Form
▪ Permanent		
• Faculty	√	Temporary Faculty Replacement Form
▪ Temporary	√	Permanent Faculty Replacement Form
▪ Permanent		
2. Request funds for one-time needs or projects	√	Fiscal Request
3. Cover deficit in budget pool		DBR-Department Budget Request
4. Cover deficit in account		<ul style="list-style-type: none"> • Transfer funds from another account within the division. • Transfer expenditures to correct account. • Request funds from appropriate VP.
5. Payment for services rendered above/additional to primary assignment	√	Supplemental Pay Form