Boise State University
Office of Budget and Planning
Appropriated Funds Budget Transfer Matrices

FOR REGULAR UNITS

Advancement, Extended Studies, University Foundations, Graduate College, Honors College, Library, President's Office, Provost's Office, University Affairs, VPFA, VPRED, and VPSA

Permanent & One-Time Transfers						
From \ To	Regular Salaries	Irregular Salaries	Student Salaries	Fringe Benefits	Other Expense (OE) & Travel	Capital
Regular Salaries	Budget	N/A	N/A	N/A	N/A	N/A
Fringe Benefits	N/A	N/A	N/A	Budget	N/A	N/A
Irregular Salaries	Division	Division	Division	Division	Division	Division
Student Salaries	Division	Division	Division	Division	Division	Division
Other Expense (OE) -includes Travel	Division	Division	Division	Division	Division	Division
Capital	Division	Division	Division	Division	Division	Division

"Budget" indicates the Office of Budget & Planning is the highest level of review.
"Division" indicates the highest level of approval is the Department that submitted the Budget Transfer.
"N/A" indicates the transfer is not allowable.

Guidelines for Permanent Base Transfers:

1	Exceptions may be approved by the AVP of Budget & Planning and/or the President and VP of Finance & Administration.
2 a	Permanent budget in Regular Salaries can only be transferred to another Regular Salaries line with approval of the Budget Office.
2 b	Permanent transfer in Fringe can only be transferred to another Fringe line with the approval of the Budget Office.
2 c	Budget transfers from one PCN to another within the same segment string are required. PCNs should be listed on the transfer.
3	A department or division may use a salary cost center to hold permanent Professional and Faculty Regular Salary and Fringe savings with the approval of the Budget Office. Click on the link below to see: Guidelines for Appropriated Position Funding Regular Units from web site

Guidelines for One-Time Transfers:

1	Exceptions may be approved by the AVP of Budget & Planning and/or the President and VP of Finance & Administration. Submit SFR to request exception. SFR Smartsheet Form