**Budget Requests for Reallocation of Funds within Budget Org. in FY2023**

Please use this form to request reallocation of funds from one account to another, *within 6101 and the 7000 account numbers*. You are not able to request reallocation of funds from accounts in the 5000s, 6000s (except 6101 (Student Salaries)), or 8000s. This is not requesting new money but to reallocate what is in your current budget.

Please send requests to cas-academic-affairs@bethel.edu. **Only electronic submissions are accepted**.

Deadline to submit form **is December 1, 2021**.

Name:  \_\_\_\_\_\_\_\_\_\_\_

Department:  \_\_\_\_\_\_\_\_\_\_

Budget Number Reference: 110000 (FUND) – 23105 (ORG) – 7001 (ACCOUNT) – 40 (PROGRAM)

If your request involves a different fund number than 110000, please indicate that with the org. number.

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| --- | --- | --- |
| Move From | Move To | Total Amount to Move |
| Org. | Account | Account Name | Current Account Total | New Account Total | Org. | Account | Account Name | Current Account Total | New Account Total |
| *Example:**23105* | *7001* | *Supplies & Expenses* | *$5000* | *$4900* | *23105* | *7210* | *Printing* | *$100* | *$200* | *$100* |
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Comments: