

Budget Fund Transfer Guide

Rule of Thumb (1): Instructional Enhancement Funds must stay within their own fund.

Example: Fund 23213 is Instructional Enhancement Fund (IEF) code for College of Health Sciences and Human Services. There are many organizations under that fund and you can move funds to different organizations.

23213 22518 12 Social Work IEF
23213 22520 12 Radiological Sciences IEF
23213 22524 12 Nursing IEF

Rule of Thumb (2): Some funds are more “untouchable”.

Example: Fund 11000 is our Educational and General fund and 11110 is HEAF fund. We do not transfer out of or into our state funds.

Example: The restricted funds (4xxxx) have been donated for a restricted purpose or could be a grant. As a rule, we do not transfer these funds; however, there are a few limited exceptions.

Example: Agency funds do not belong to MSU so we cannot transfer any university funds into a 9xxxx fund.

Rule of Thumb (3): If it doesn't fit rule #1 or rule #2, and it isn't revenue that has been generated, like a camp, activity or a specific fee, like student service or distance learning fees, stay within the same first fund number. Like 2xxxx to 2xxxx.

Fund 23241 is our local tuition fund. There are many organizations under that fund.

23241 22531 12 Social Work Dept. Operating
23241 22533 12 Radiologic Science Dept. Operating
23241 22536 12 Nursing Dept. Operating

However, there are many accounts outside 23241 that are funded from our local tuition fund. For example, the college dean, president and vice president accounts, instructional reserve accounts, facility services, and most office operation budgets. When in doubt, please feel free to contact our office for guidance.

An acceptable transfer would be like a dean account, 22500 2500 to 23241 22533.

Rule of Thumb (4): Transfers between budget pools below can occur. What are the budget pools you can transfer between? Remember the request must first meet **fund** transfer rules. One disclaimer, graduate assistant funds need to be used for graduate assistants.

6300 Student Wages
6400 Non-student Wages
7000 Travel Budget
7200 Maintenance and Operations Budget
7400 Utilities (includes monthly phone line cost and long distance)
7600 Capital Outlay Budget