

**FISCAL YEAR 2025-2026 BUDGET TRANSFER FORM (Non Tax-Levy transfers only)**

DATE: \_\_\_\_\_

**FROM**

Department Name: \_\_\_\_\_

Department Number: \_\_\_\_\_

<u>OTPS Account Code</u>	<u>Amount</u>	
80120	_____	Supplies & Materials
80121	_____	Travel
80122	_____	Misc. Contractual Services
80123	_____	Equipment Acquisitions
80124	_____	Fringe Benefits
<b>TOTAL</b>	_____	

**TO**

Department Name: \_\_\_\_\_

Department Number: \_\_\_\_\_

<u>OTPS Account Code</u>	<u>Amount</u>	
80120	_____	Supplies & Materials
80121	_____	Travel
80122	_____	Misc. Contractual Services
80123	_____	Equipment Acquisitions
80124	_____	Fringe Benefits
<b>TOTAL</b>	_____	

Explanation: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE: After completion of this form, please email it to the Budget Office at [BudgetOffice@mec.cuny.edu](mailto:BudgetOffice@mec.cuny.edu).**