



**Office of the Comptroller**  
**Budget Transfer Request - Transfer of Revenue Budget to Expenditures Budget**

Date of request: \_\_\_\_\_

Fiscal Year: \_\_\_\_\_

Reason for request:

Provide funds center and commitment item information for the sender and receiver columns below.

Document Type: NKRE

Sender Funds Center(s):	Sender Commitment Item(s):	Sender Amount:	Receiver Funds Center(s):	Receiver Commitment Item(s):	Receiver Amount:
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	Sender Total	_____	_____	Receiver Total	_____

**Instructions:**

All fields above are required. Please provide a detailed reason for the request, the sender funds center(s), sender commitment item(s), sender amount(s), receiver funds center(s), receiver commitment item(s) and receiver amount(s). The Sender Total must be in balance with the Receiver Total.

Any form submitted without the appropriate information will be returned; funds WILL NOT be transferred.

Revenue budget must be transferred to an expenditures commitment item within the same funds center.

Revenue transfers are initiated by the Comptroller's Office. All revenue transfer requests will be preposted in SAP and will require electronic approvals through the SAP workflow.

Submit revenue transfer request forms to: [budgetarycontrol@nku.edu](mailto:budgetarycontrol@nku.edu)

Please contact Tom Barnett (x7657) or Kyle Jacobson (x6451) with any questions.