



Guidelines for Budget Transfers

Budgets cannot be transferred between/among different funds. (e.g. From general revenue to agency).

General Revenue

The Budget Transfer application is accessed through MyIllinoisState:

<https://my.illinoisstate.edu/budget-center>

Users with transfer capabilities can transfer budget between/among general revenue accounts under their authority or from their account(s) to another account outside their authority.

Transfers can occur between operating and personnel line items.

Transfers can be permanent (impacts future fiscal years) or temporary (impacts current fiscal year only).

Agency

Agency budget transfers or budget increases can be requested by emailing UniversityBudgetOffice@ilstu.edu

Agency budget transfers only impact the spending authority; agency budget transfers do not impact cash balances.

Bond

Bond budget transfers or budget increases can be requested by emailing UniversityBudgetOffice@ilstu.edu

Service

Service budget transfers or budget increases can be requested by emailing UniversityBudgetOffice@ilstu.edu

Grants

Please visit <https://research.illinoisstate.edu/award-management/budget-revisions/>