

IRA Committee Chair or ASI Executive Director:

Instructionally Related Activities (IRA) Request for Line Item Transfer



Fiscal Year: PROGRAM NAME PROGRAM CODE DATE Account(s) to Transfer From: **Current Budget Revised Budget** Account # **Amount * Transfer Amount Amount** Account(s) to Transfer To: **Current Budget Revised Budget Transfer Amount** Account # Amount * **Amount** NOTE: Request Only Even Dollar Amounts to be Transferred. Send Form to IRA Funding (irafunding@fullerton.edu) Amounts over \$1,000 must be approved by the IRA Committee. *Current budget amount should be entered here. However, if other transfers have occurred, contact IRA Administration (irafunding@fullerton.edu) for the current amount. Reason for Transfer (detailed information required; Add an additional page as needed): **Approvals:** Faculty in Charge Signature Date Extension Department Chair or Associate Dean Signature Date Extension IRA Admin Initials: _____ Date: ____ A Coordinator Signature: _____ Date: _____

Signature Date

Line Item Transfer Completed By: _____ Date: _____