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