

Capital Project and Plant Fund Transfer Form

(Please read the instructions for preparing the Capital Projects and Plant Fund Transfer Form before completing this form)

Date: _____ "*****"Votal Transfer Amount: \$ _____

Department/Unit Name: _____

Chartstring (from which the funds will be transferred):

_____	-	_____	-	_____	-	_____	\$ _____
_____	-	_____	-	_____	-	_____	\$ _____
_____	-	_____	-	_____	-	_____	\$ _____
_____	-	_____	-	_____	-	_____	\$ _____
Fund		Dept ID		Chartfield 1		Chartfield 2	

Purpose of the Fund Transfer (to which the funds will be transferred):

Please check one and provide the required information

Fund Transfer to Capital Project - Project ID: _____

Fund Transfer to Repay Campus Loan or for Backstopping – Project ID/Name: _____

Fund Transfer for External Debt Payment - Project Name/ROI Fund #: _____

Preparer: Name: _____ Title: _____

Phone#: _____ Email: _____

Approver: Name: _____ Title: _____

Phone#: _____ Email: _____

Please send the completed form to: plant-accounting@berkeley.edu

If the transfer is for multiple capital projects or multiple retirement of indebtedness funds, use the spreadsheet template to provide the project or fund transfer details when all the other data elements on this form are the same. The spreadsheet should be submitted along with the approved Capital Project and Plant Fund Transfer Form.