

## 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: \_\_\_\_\_ Total 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](mailto:plant-accounting@berkeley.edu)

**\*Please be advised that by requesting any funds subject to OMB 200.439 as a source for a capital project you are confirming that all necessary OMB 200.439 compliance requirements have been met.**

**\*\* For C&G related funds, RAs should prepare a budget reallocation for their supervisors to review and approve if they wish to earmark the C&G award budget to reflect the capital project allocation.**