

Minnesota State University, Mankato

Budget Transaction Form

Transaction Type : CB

Division / College : _____

Transaction Description (48 Characters) : _____

Reference No. (16 Characters) : _____ (For Dept. Internal Use)

Original Budget (√) Check	Current Budget (√) Check	Fiscal Year (4 digits)	Cost Center Number (6 digits)	Parent Object Code (4 digits)	Dollar Amount		+/-
Total							

Requested by _____ Date _____ Phone # _____
Department Chair / Director

Recommended by _____ Date _____ Phone # _____
Dean / Vice President

Approved by _____ Date _____ Phone # _____
Finance and Administration - Budget Office

Transaction No. _____ Date _____