

# 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		+/-
<b>Total</b>							

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 \_\_\_\_\_