

The University of Texas - San Antonio  
Fund Rules for Budget Transfers

~ Updated July 2020

- Disallowed
- Allowed - Level 1 (Front Office Users and Approvers can submit budget transfer)
- Allowed - Level 2 (Only Approvers can submit budget transfer)

Additional Routing: Funds 5100 - 5400 will Route to PI / RSC / GCFS for approval prior to routing to Budget Office for final approval and posting  
Funds 5500 - 5800 will Route to Accounting for approval prior to routing to Budget Office for final approval and posting

			TRANSFER "TO" FUND																									
Fund Description	Fund Type	Fund	2100	2110	2115	2120	2150	3100	3105	3115	3200	4100	4200	4300	4400	4500	4600	4700	4800	5100	5200	5300	5400	5500	5515	5600	5800	
Gen Funds	E&G	2100	Level 1						Level 2																			
Research & Developmt	E&G	2110		Level 1																								
Special Items	E&G	2115			Level 1																							
State Pass Thru	E&G	2120				Level 1																						
E&G Local	E&G	2150					Level 1																					
Organized Ed Activ	Designated Funds	3100						Level 1				Level 1	Level 1	Level 1	Level 1	Level 1	Level 1	Level 1	Level 1						Level 2	Level 2	Level 2	Level 2
Designated Tuition	Designated Funds	3105	Level 2						Level 1																			
Student Svc Fees	Designated Funds	3115								Level 1																		
Net Service Funds	Designated Service Ctrs	3200									Level 1																	
Intercoll Athletics	Auxiliary Funds	4100						Level 1				Level 1	Level 1	Level 1	Level 1	Level 1	Level 1	Level 1	Level 1									
Housing / Food	Auxiliary Funds	4200						Level 1				Level 1	Level 1	Level 1	Level 1	Level 1	Level 1	Level 1	Level 1							Level 2		
Bookstore	Auxiliary Funds	4300						Level 1				Level 1	Level 1	Level 1	Level 1	Level 1	Level 1	Level 1	Level 1									
Parking / Traffic	Auxiliary Funds	4400						Level 1				Level 1	Level 1	Level 1	Level 1	Level 1	Level 1	Level 1	Level 1									
Stdnt Health Ctr	Auxiliary Funds	4500						Level 1				Level 1	Level 1	Level 1	Level 1	Level 1	Level 1	Level 1	Level 1									
Student Svc Fees	Auxiliary Funds	4600						Level 1				Level 1	Level 1	Level 1	Level 1	Level 1	Level 1	Level 1	Level 1									
Other	Auxiliary Funds	4700						Level 1				Level 1	Level 1	Level 1	Level 1	Level 1	Level 1	Level 1	Level 1									
Stdnt Activities	Auxiliary Funds	4800						Level 1				Level 1	Level 1	Level 1	Level 1	Level 1	Level 1	Level 1	Level 1									
Fed Spons Pgms	Grants & Contracts	5100																		Level 1								
State Spons Pgms	Grants & Contracts	5200																			Level 1							
Local Spons Pgms	Grants & Contracts	5300																				Level 1						
Priv Spons Pgms	Grants & Contracts	5400																					Level 1					
Gifts & Other	Restricted Gift Funds	5500						Level 2																Level 1	Level 2	Level 2	Level 2	
Res Endow Inc Clearing	Restricted Gift Funds	5515																						Level 2	Level 1	Level 2	Level 2	
Gifts for Endowments	Restricted Gift Funds	5600																						Level 2	Level 2	Level 1	Level 2	
Restricted Other	Restricted Other	5800																						Level 2	Level 2	Level 2	Level 1	

Footnotes

- A) Transfers from Fund 2115 to Fund 2115 are allowed only for like programs. Ex: SBDC to SBDC only, or SALS1 to SALS1 only (Note: one special item funding from the state may have multiple cost centers)
- B) Transfers from Fund 2120 to Fund 2120 are allowed when the cost centers are related to the same award. This should be confirmed by the department.
- C) Transfers from Fund 2150 to Fund 2150 are allowed when the cost centers are related to the same award. This should be confirmed by the department.
- D) Transfers from Fund 3100 to Fund 3100 are allowed as long as they are for a like purpose Ex. official occasions to official occasions and fees to fees.