PURPOSE:
The procedure is for individuals interested in transferring funds between their accounts. There are two methods in which this budget transfer is accomplished: 1) on campus and 2) through the District Budget Office. Reasons for such transfers include but are not limited to covering overdrafts and anticipated and/or unforeseen expenditures. The initiator must complete a Budget Transfer Authorization (BTA) Form and ensure that accounts from which funds are transferred have sufficient balances.

Most BTAs can be processed on campus except for the acceptance of income and transactions not allowed by some specially funded programs. The latter documents must then be forwarded to the District Budget Office for further processing. Please Note: District Office processing timelines may result in unexpected delays, so allowing sufficient lead time is recommended.

Initiator
- The initiator obtains the BTA from the College’s website at www.lamission.edu. The initiator is responsible for following specific directions (located within that document) to complete the BTA.
- The initiator verifies through the SAP web site (sap.laccd.edu/sap) that the account balance from which he/she is transferring funds is sufficient.
- The initiator forwards the form and any related document(s) to his/her administrator for approval and signature.
- The initiator forwards the document to the Administrative Services Office.

Authorization
- Administrative Services staff reviews the document, assigns a number, and forwards the BTA to the Vice President of Administrative Services for signature approval.
- The Vice President of Administrative Services will approve the BTA and return it to the appropriate staff for further processing.
- If the BTA is to be processed by the District Budget Office, Administrative Services staff will then forward the document to the President for signature approval.
Responsibility

- If the BTA can be processed on campus, Administrative Services staff will process the BTA in the SAP system.

- If the BTA is to be processed by the District Budget Office, Administrative Services staff will forward the BTA (after obtaining all appropriate signature approvals) to the District Budget Office with any pertinent attachment(s) for further processing.

- The initiator can verify the status of the BTA by checking the Business Warehouse system after five business days (for on-campus transactions) or after ten business days (for District Budget Office transactions) from delivery of the BTA to the Administrative Services Office.