



February 7, 2007

To: Fiscal Agents and Department Accountants
From: Norma Allen
Main Campus University Budgets Administrator
Re: Transfers

All FY07 journal vouchers using the BDT (Budgeted Transfer) rule class code must be completed and received in the Main Campus Budget Office approval queue no later than 12:00pm Friday, March 30, 2007. After this date, FY07 journal vouchers using the BDT rule class code will be disapproved. In addition, after March 30, 2007, FY07 journal vouchers using the JET (Actuals Transfer) rule class code will not be approved unless already budgeted. The deadlines stated above only apply to departmental transfers affecting Main Campus Unrestricted, Branch Unrestricted, or Plant Funds. Allocations and budget revisions using BD4 and JE2 rule class codes will continue to be processed until June 30, 2007.

If you have questions, I can be reached at nallen@unm.edu or 277-7630.