



**THE UNIVERSITY OF TEXAS AT AUSTIN  
PLANNING, ENERGY, AND FACILITIES**

**Request to Transfer Funds**

**Date:** \_\_\_\_\_  
**To:** PEF – Business Services, Project Accounts  
**Via:** Replacement and Renewal Program (R&R, ADA, PUF, and LERR requests only)

<i>Copy To:</i>	
<b>Contracting:</b>	
PSP	<input type="checkbox"/>
CON/CSP	<input type="checkbox"/>
JOC	<input type="checkbox"/>
Const. Svcs.	<input type="checkbox"/>

<b>Project Manager:</b>	_____	<b>Phone No.</b>	_____
<b>Project Spec/Admin:</b>	_____	<b>Phone No.</b>	_____

<b>Capital Project #:</b>	_____	<b>Building:</b>	_____
<b>Project Title:</b>	_____		

**Funding Requests**

- New Funding Request       No Project Account Needed – FAMIS Update Only  
 Supplemental Funding Request       PEF In-house Project

**For Supplemental Funding Requests Only:**

<b>Existing CP Account #:</b>	_____	<b>**Funds with different unit codes cannot be funded into the same project account.**</b>		
<b>Current Funding:</b>	_____	<b>(+) Supplemental Funding Requested:</b>	_____	<b>(=) New Total Project Funding:</b>

Source Account	Amount

\*ALL Funding Requests must be authorized by an account signer (attach approval). TOTAL = \_\_\_\_\_

**Partial Lapse Requests**

Original Source Account	Project Account (36-XXXX-XXXX)	Current Free Balance (per DEFINE GB1 screen)	Amount to Lapse (up to 80% of Free Balance only)

TOTAL = \_\_\_\_\_

*For PMCS Use Only: Must be signed on all requests involving PMCS managed projects with ADA R&R funds.*

<b>PMCS Associate Director</b>	<b>Date</b>

*For R&R Use Only: Must be signed on all requests involving R&R (CAMPUSES, ADA, FLS, UTL/ELEV), PUF, and LERR funds.*

<b>R&amp;R Program Staff</b>	<b>Date</b>	<b>FY</b>	<b>Source</b>	<b>Amount</b>