**Procedures for Bursar Deposits and JV transfers requiring One-Sided Budget Adjustments**

**These procedures relate to deposits and transfers to the general fund only – General fund # is 100100**

**Bursar Deposits**

1. Department receives a check related to their General Fund Organization (Department).

2. Department deposits check at Bursar:
   a. Credit 100100-130040-591090-1014

3. Department emails Budget Office – Redeania Neely providing details of deposit. Please provide:
   a. Date and amount of deposit
   b. Reason for check
   c. Organization Budget to adjust

**JV Transfers from Non-General Fund to the General Fund**

1. Department needs to transfer funds from a non-General Fund to the General Fund (Organization (Department)).

2. Department completes a Journal Voucher (JE16) as follows:
   a. Debit Fund-Org-810020-Prog – (FOAP you are transferring from)
   b. Credit 100100-130040-810010-1014 (always transfer to this org-budget entry will adjust your organization’s budget per request in Step 3.c. below)

3. Department emails Budget Office – Redeania Neely providing details of JV. Please provide:
   a. JV #, date, and amount of transfer
   b. Reason for transfer
   c. Organization Budget to adjust