

State of Oklahoma Request for Allotment and Appropriation Transfer

Please forward one copy to the Office of State Finance and two copies (with Allotment Letter and revision forms) to the Legislative Oversight Committee on State Budget Performance (one to House Appropriations Chairman, one to Senate Fiscal Director)

To: The Director of State Finance

From:

Business Unit (agency) Name & Number:

Pursuant to the provisions of Title 62, Section 41.46, you are respectfully requested to make the transfer indicated below within the items as shown.

Note to Agency:

- Copies of this transfer form and the BWP revision must be sent to the Joint Legislative Committee on Budget and Program Oversight.
- The Budget Work Program must be revised to reflect these changes.
- These funds may not be encumbered or expended before receipt of approval from the Office of State Finance, including action by the Contingency Review Board, if applicable.
- * If this percentage exceeds twenty-five percent (25%), the request may be denied by the Director of State Finance or it may be transmitted for consideration by the Contingency Review Board. No request will be considered if this percentage exceeds forty percent (40%) of the item to or from which the transfer is requested.

	Column 1	Column 2	Column 3	Column 4	Column 5
"From" (Type in Department Name) or "To" Fund # Agency # Account #	Amount Of This Request	Prev. Approved Transfers	Total This & Prev. Approved Amounts	Budget Item	Percentage (%) * col. 3 of col. 4

Explain why the transfer is needed: (Attach additional letter size pages as needed)

Explain why the transfer can be accommodated by the account(s) being reduced:



I hereby certify that the above request is necessary, the reasons therefore are correct, and funds can be spared from stated accounts without creating a deficiency.

_____ **Administrative Head of Agency or "Request Officer"** _____ **Date Signed:**



In view of the existing circumstances and the applicability of Title 62, Section 41.46, the above request is:

- Approved _____
 Rejected for _____ * Date Received in OSF _____
 Referred to the Contingency Review Board

* Reasons for rejection: OSF Analyst Approval _____

- a. Disapproved by Joint Legislative Committee on Budget and Program Oversight
- b. Exceeds allowable percentages.
- c. Other (explain): _____

_____ **Director of State Finance** _____ **Date**



Action By The Contingency Review Board _____ **Date**

To The Contingency Review Board

Pursuant to Title 62, O.S., Section 41.46 and Title 74 O.S., Section 3605, the above request is hereby transmitted for your consideration. Governor _____

Approved _____
 President Pro-Tempore of the Senate

Disapproved _____
 Speaker of the House of Representatives

Notice of Action:

- _____ Agency Requesting the Transfer
- _____ OSF - BWP File
- _____ OSF - Transfer File
- _____ Chairman of Joint Legislative Committee on Budget and Program Oversight
- _____ Vice Chairman of Joint Legislative Committee on
- _____ Budget and Program Oversight

_____ **By:** _____ **Date**