

Budget & Resource Planning: Blugold Commitment Differential Tuition Budget Transfers

Last Modified on 03/29/2021 9:01 am CDT

1. Navigate to the Blugold Commitment Differential Tuition (BCDT) budget transfer [form](#).

NOTE: The deptID to reduce is on the left of the form in blue, and the deptID to increase is on the right in pink.

2. Select the program code and the deptID.
3. Enter in the appropriate amount for the category/categories.
4. If salaries are being transferred, be sure to transfer fringe using the [extramural rates](#).
5. Click the **Update Totals** button and verify that the totals are the same.
6. Enter the reason for the transfer and include the name of the person using the funds.
7. Add the individual with [signature authority](#) on the deptID being reduced (left/blue side of form) for approval.
8. Click **Submit** to send the form on for approvals.

You will be able to check the status of the transfer within BPLogix.
