

# Budget & Resource Planning: GPR Budget Transfers

Last Modified on 11/30/2021 4:57 pm CST

The purpose of the GPR Budget Transfer eForm is to transfer budgets for Funds 102/402 (GPR).

1. Navigate to the [GPR Budget Transfer eForm](#).
  2. Select **Salaries and Fringe Benefits**  
or  
Select **S&S, Travel, and Other Non-Salary Items**.
  3. Using the dropdown menus, select the correct Fund, Program, DeptID, and Budget Category
  4. Enter the correct amounts.
  5. Click the **Update Totals** button.
  6. Answer the *Signature Authority* question and enter the person with signature authority if your answer is No.
  7. Provide information for the reason for the transfer.
  8. Type the last name of the person receiving the budget  
OR  
Type the project/event name.  
*NOTE: This information will show in WISDM to track budget amounts by person receiving budget/award or event (ex. 063601/063401-SMITH).*
  9. In the *Inform Additional Users* field, add any individuals you would like to be informed of the transfer.  
*NOTE: This is not an approval process.*
  10. Click **Submit**.
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