

## Instructions for Change in Funding Source Form

This form can **ONLY** be used to change the funding source within the **SAME** department. If the department ID is different a PAF must be submitted to HR.

This form **cannot** be used for any changes to benefit eligible E&G funded positions that have a position number assigned by OFPA. All E&G funded benefit eligible positions are listed in the Annual Budget Book.

This form **cannot** be used for Additional Pay or for a period beyond a termination date.

All sections of the form must be completed.

An "End Date" must be provided for all grant funding.

The "Moving From" section must be completed in its entirety.

The "Moving To" section is to include the funding source(s) as of the effective date of action, and must include percentages equaling 100%.

The signature authority (and Dean/Chair if required by your department) must sign the Funding Change Form before sending to ORA/OFPA for approval.