FUNDING SOURCE CHANGE FORM
Butte-Glenn Community College District

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<th>Employee Name</th>
<th>Dept.</th>
<th>Position</th>
<th>Current Budget Code(s)</th>
<th>%*</th>
<th>New Budget Code(s)</th>
<th>%*</th>
<th>Effective Date**</th>
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Explanation/Comment:

* Note – Total percent must equal 100%
** An expenditure transfer must be processed through Accounts Payable for any payable transaction when the effective date listed above falls within a previous month’s payroll run.

Signature Authorization

1) Person Initiating Change __________________________ Date ____________
2) Manager Authorizing Change __________________________ Date ____________
3) Director – Business Services __________________________ Date ____________
4) Human Resources __________________________ Date ____________

HR Office Use Only
Initials: ____________
Date: ____________

** Expenditure Transfer
☐ Yes  ☐ No

White - HR Office
Yellow - Payroll
Pink - Department Retains

POSD___ POSS___
P-12 (12/03)
INSTRUCTIONS FOR COMPLETING FUNDING SOURCE CHANGE FORM

Purpose: This Funding Source Change Form (FSC-1) was designed to initiate changing the funding source of one or more employees within the same department. The Form FSC-1 should be used in lieu of the P-1 form when no other personnel or position actions are initiated and only when the funding source (budget code) needs to be changed.

1. Contact the Business Office to verify that the appropriate funding source is being used and that the funds are in the account.

2. If you are changing the funding source for more than one (1) employee, use one (1) box per employee. (See example below).

3. Please include either the employee’s Social Security # or Colleague ID in the space indicated.

4. List the entire budget code using the “dashes” in the appropriate places. There should be a total of twenty (20) numbers in the budget code. Be sure to include the “object code”, which is the last four (4) numbers of the code.

5. Break down the percentage that is to be charged to each funding source if an employee is going to be charged to more than one funding source (budget code). The funding source(s) for each employee must equal 100%.

6. If the effective date of the funding source change falls within the previous month’s payroll, an expenditure transfer must be processed through Accounts Payable. Check the box to the right of the Signature Authorization section, indicating (“yes” or “no”) if you are going to need to initiate an Expenditure Transfer.

7. Route completed form for Signature Authorization.

8. The Human Resources department will route the “pink” copy back to the initiating department once the transaction has been processed.