DELETED AND TRANSFERRED POSITIONS
MIDDLE TENNESSEE STATE UNIVERSITY
JULY BUDGET 2009-10

OLD ACCOUNT				NEW ACCOUNT			
Title	Object Code	Account Number	Position Number	Title	Object Code	Account Number	Position Number
(FULL TIME)							
(PART-TIME)							

How to Complete the Transferred Position Form

1. Please type in the required information. You may generate this form on your computer as long as the same information in this format is provided.

2. The "Old Account" title, object code, account number, and position number should be listed in the appropriate columns.

3. The "New Account" title, object code, account number, and position number should be listed in the appropriate columns.

4. Any positions being deleted completely from the budget should be listed in the "Old Account" column with a note that the position is being deleted.

5. Please keep a copy of this form for your records.

6. This form, approved by appropriate levels, should be submitted to the Budget Office.

QUESTIONS?? CALL THE BUDGET OFFICE AT 5790