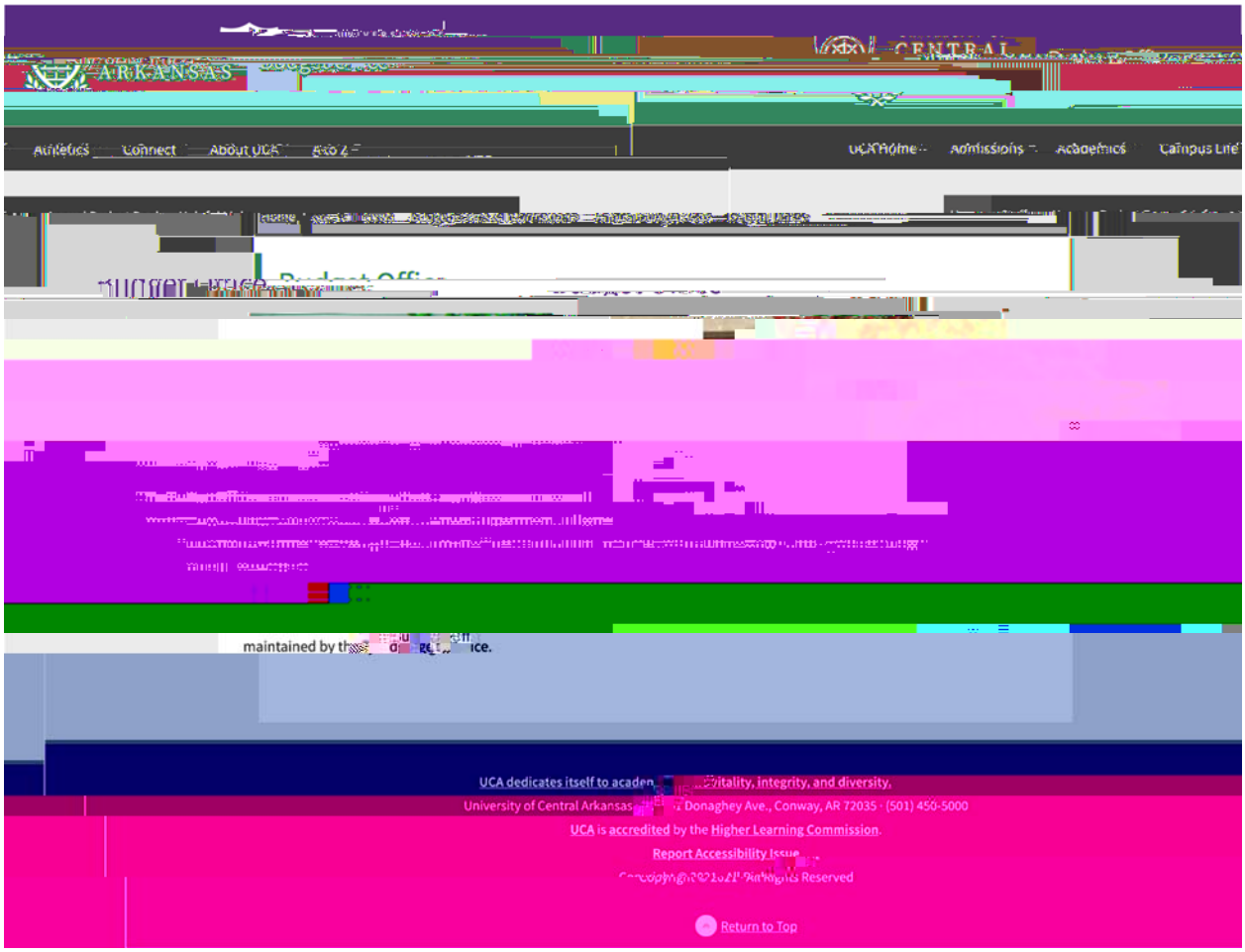
How to Process a Budget Transfer in DocuSign

Go to the Budget Office website https://uca.edu/budget/

Do not create your own form, it will not flow correctly for the signatures required to process.



Click on Budget Forms & Information,

Select Budget Transfer

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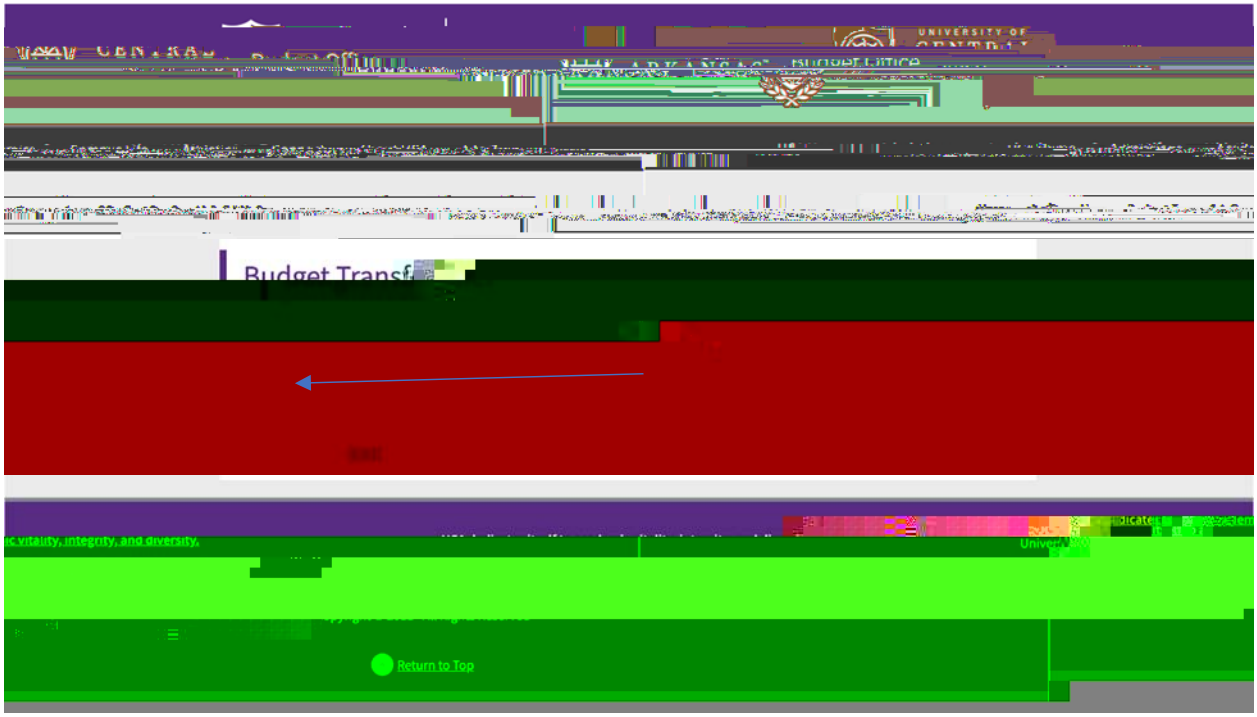
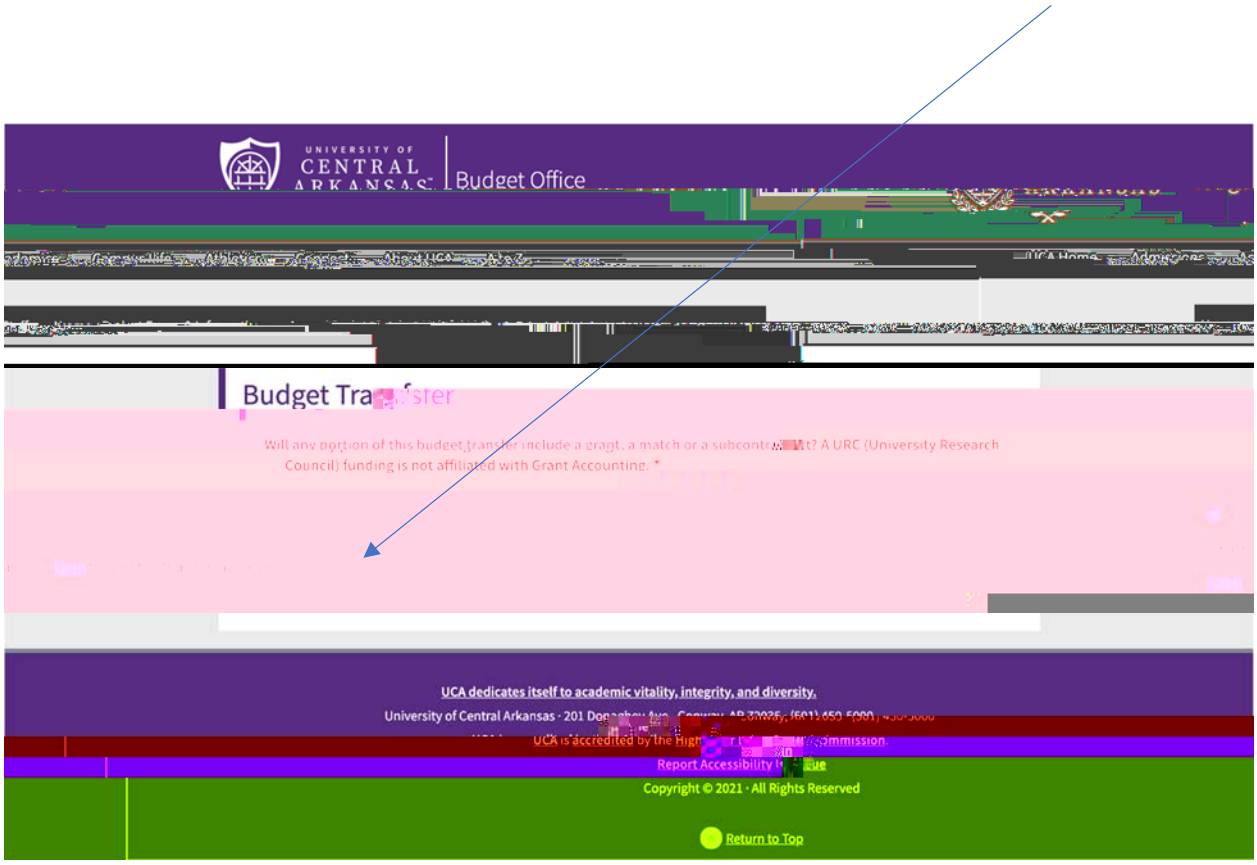


If you select No, it will populate the link to begin the budget transfer in DocuSign.



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Fill in the name and email for each signing role listed below.
Signers will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

'HSDUWPHQW &RQWDFW

<RXU 1DPH

<RXU (PDLO

'HDQ 'LUHFWRU

1DPH

John Doe

(PDLO

Johnd@uca.edu

&RQGLWLRQDO 5HFLSLHQW

*URXS 1DPH

Grad School

&RQGLWLRQDO 5HFLSLHQW

*URXS 1DPH

Assoc VP Finance

&RQGLWLRQDO 5HFLSLHQW

*URXS 1DPH

Provost Office

9LFH 3UHVLGHQW 3URYRVW

1DPH

Elvis Presley

(PDLO

epresley@uca.edu

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Powered by

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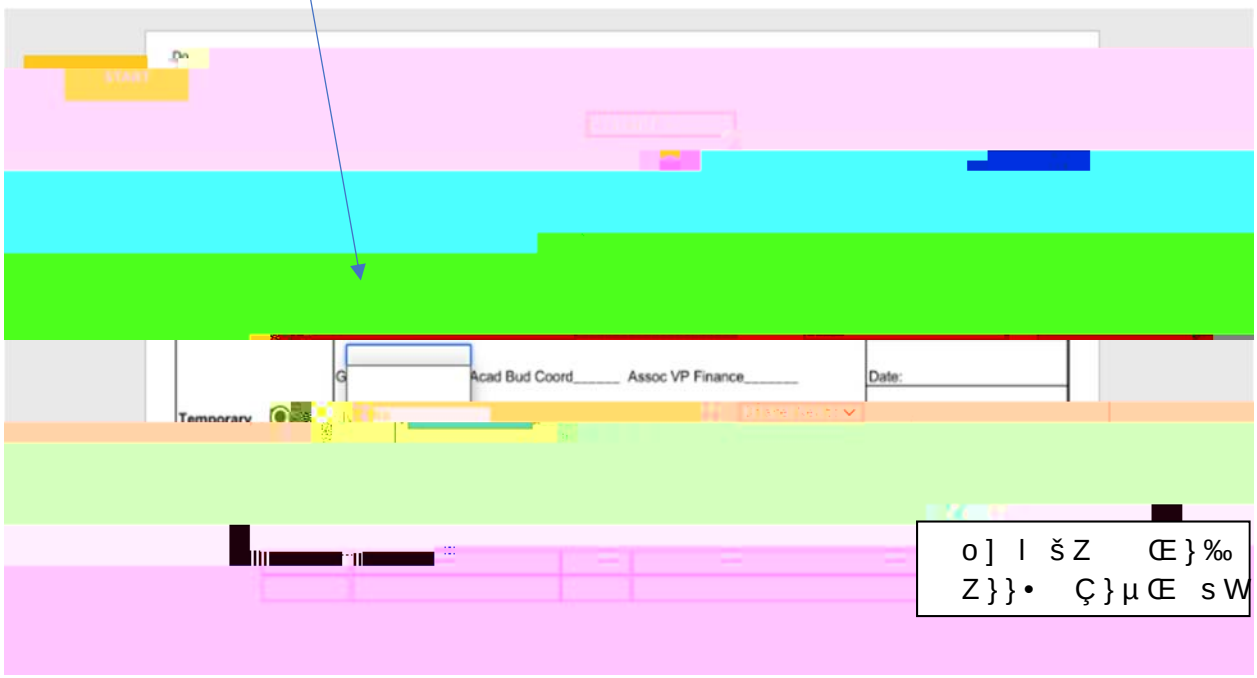

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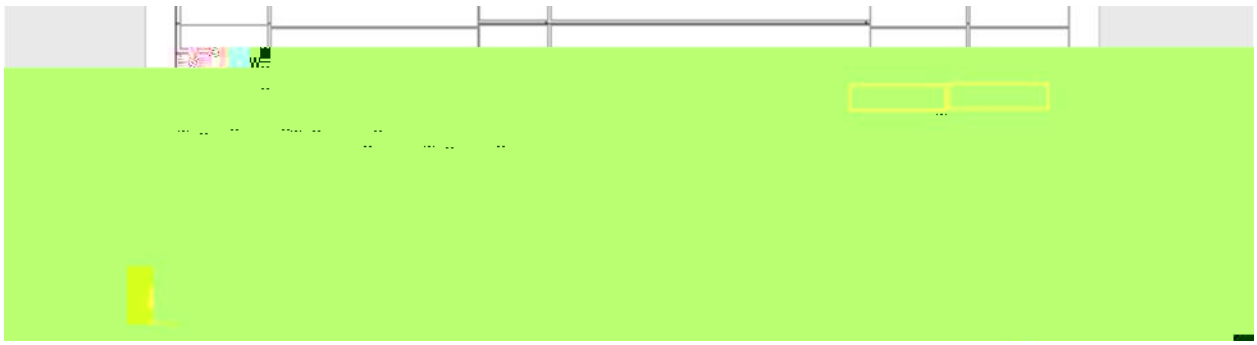

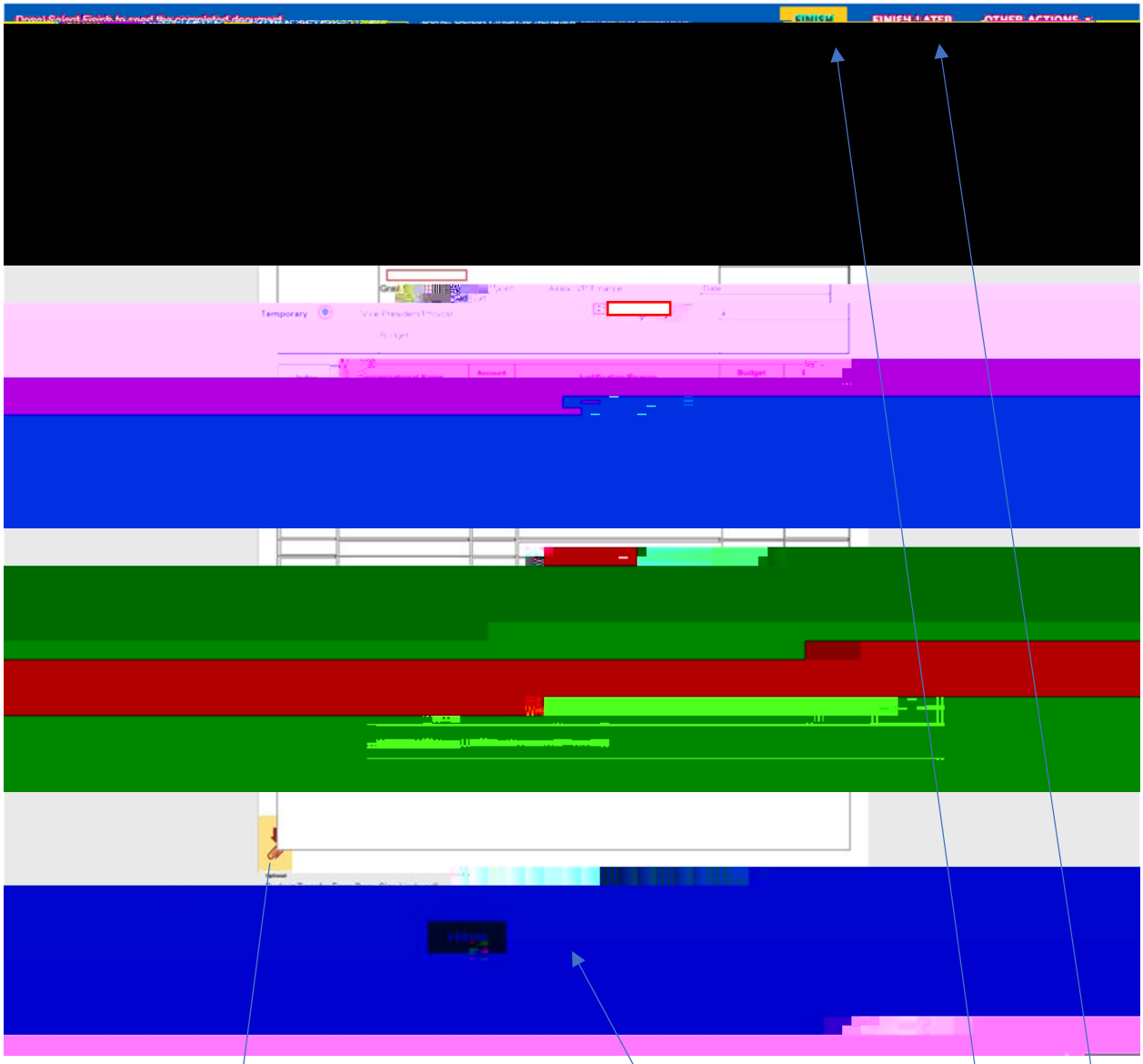

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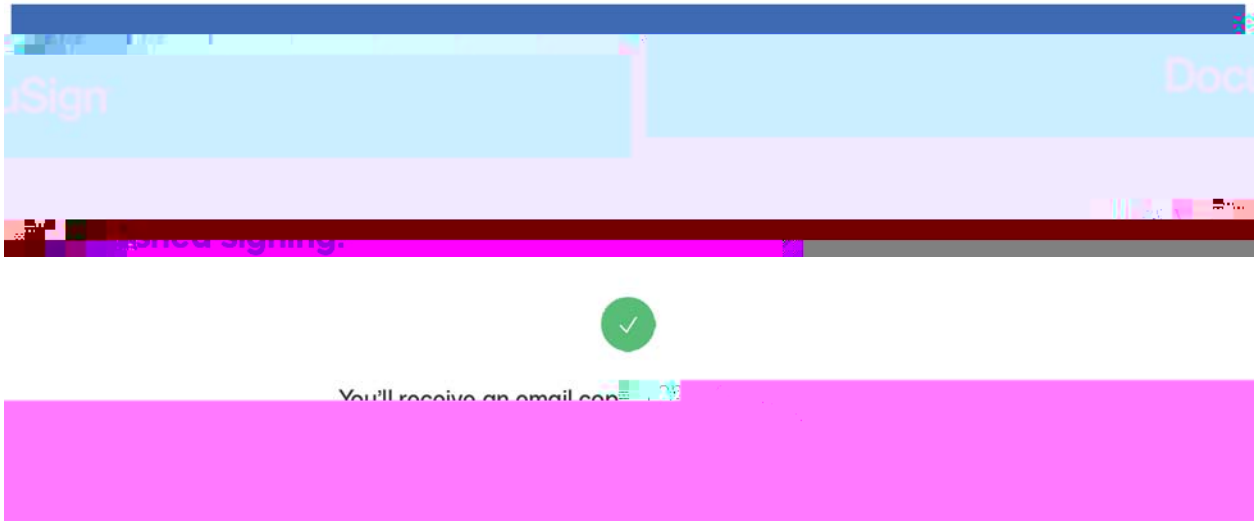
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