How to Submit a Budget Transfer via Adobe Sign
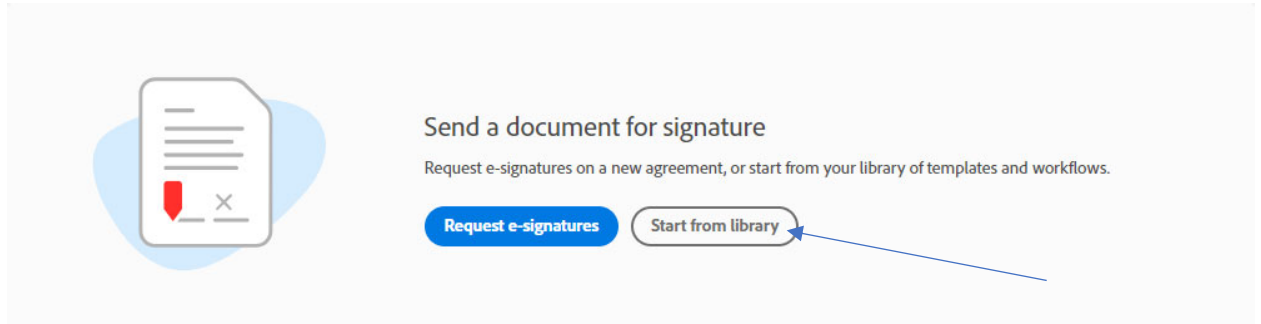
To complete Budget Transfer form using Adobe Sign, log in to Adobe-Sign.

Instructions to login to your Adobe Sign account here.

From the home page, select "Start from Library"

Send a document for signature

Request e-signatures on a new agreement, or start from your library of templates and workflows.

Request e-signatures   Start from library

Select Workflows > Search "EVC" > Select ACT-007-EVC Budget Transfer (BT) Form > Start

Start from library

❷ × EVC

Name	Last Modified
▾ 🗀 Account Workflows	
🕸 HRS-006-EVC (PAF) Personnel Action Form	01/24/2023
❸ 🕸 ACT-007-EVC Budget Transfer (BT) Form	02/15/2023
🕸 HRS-059-EVC Board of Election (BOE)	02/15/2023

Library
Recent Templates
Templates
❶ Workflows

❹ Cancel   Start

Enter email address for the fields with the red Asterisks:

a. **Requestor:** Person submitting BT
b. **Budget Manager:** Department Manager

c. **Business Services Reviewer:**
   i. Fund 10 and 18 (Thang Vu - Thang.C.Vu@evc.edu)
   ii. F17 Business & Workforce (Jia Tu - Jia.Tu@evc.edu)
   iii. F17 All Others (Hoa Pham - hoa.pham@evc.edu)
d. **Business Services Signature:** Saloshni Chand - Saloshni.Chand@evc.edu

ACT-007-EVC Budget Transfer (BT) Form

How this workflow works?
Enter instruction for sender...

Recipients

1 Requestor Signature*

   Enter recipient email   Email

2 Budget Manager Signature*

   Enter recipient email

> Fund 10 and 18: Thang Vu
> Fund 17 Business & Workforce: Jia Tu
> Fund 17 All other grants: Hoa Pham

3 Business Services Reviewer*

   Enter recipient email   Email

Business Services Signature*

4 Saloshni.Chand@evc.edu   Email

CC | Hide

Cc

5 EVC.BusinessServices@evc.edu ✕

Change Document Name to show what fund, amount and purpose of the BT

Attach additional backup documents by dragging them underneath the BT form

1 Document Name *

   ACT-007-EVC Budget Transfer (BT) Form

2 Message *

   Please Sign.

3 Files

   Document *   ACT-007-EVC Budget Transfer (BT) Form

4 Send

Enter the fillable fields before signing off to the next signer

   a. Location
   b. Department
   c. Effective date
   d. GL fund accounts: Taking money from (CR) and putting money into (DR)
   e. Description: why the BT is needed

SAN JOSE / EVERGREEN COMMUNITY COLLEGE DISTRICT

BUDGET TRANSFER

list one fund per budget adjustment

Location   EVC

Department / Program

Effective Date:
(REQUIRED FIELD)

ACCOUNT NUMBER					DEBIT (TO)	CREDIT (FROM)	DESCRIPTION NO MORE THAN 30 CHARACTERS INCLUDING SPACES
fund	loc	cost center	user	object	Dr	Cr	

   f. Click to Sign