

# Permanent Base Change (PBC) Request

Fiscal Year

**REDUCE BUDGET FROM:**

RC Code	College/VP (abbreviated)	Dept #	Account # (if known)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**INCREASE BUDGET TO:**

RC Code	College/VP (abbreviated)	Dept #	Account # (if known)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Contact Person:

Contact Person:

Email:  Phone:

Email:  Phone:

Description or Explanation for PBC Transfer:

Does Salary Control for Fringe Transfer?  Yes  No

The fringe amounts associated with the salary dollars will go to the central fringe account, not the receiving department.

**EXPENDITURES** \*Budget Object Codes are in ( )

	Fringe Rate	Salaries	Fringe	Total	FTE
<b>1. Salaries</b>					
a. Faculty (5000)	28.2%	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
b. Administrative Professional (5100)	28.2%	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
c. Federal Faculty (5200)	0.0%	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
d. Federal Administrative Professional (5250)	0.0%	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
e. Graduate Assistants (5300, 5320, 5340, 5360)	10.6%	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
f. State Classified (5400)	41.7%	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
g. 1st Year Faculty/Admin Pro (5500, 5540)	13.9%	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
h. 1st Year Post Doc Fellows, Interns, and Vet Res (5550)	13.5%	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
i. Temporary Support (Non-Student Hourly) (5580)	27.6%	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
j. Student Hourly (5600)	0.7%	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
k. Workstudy Hourly (5650)	0.0%	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
l. Miscellaneous Salary (5700)	0.0%	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total Salary, Fringe and FTE</b>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Non-Salary	Total Fringe Moving to Fringe Pool Account		
<b>2. Travel (6000)</b>		<input type="text"/>			
<b>3. Operating Expenses (Materials and Supplies) (6200)</b>		<input type="text"/>			
<b>4. Other Direct Costs (Services) (6600)</b>		<input type="text"/>			
<b>5. Cost of Sales (7000)</b>		<input type="text"/>			
<b>6. Utilities (7800)</b>		<input type="text"/>			
<b>7. Capital Outlay (8100)</b>		<input type="text"/>			
<b>8. Allocations for Internal O/H - Indirect Costs (9000)</b>		<input type="text"/>			
<b>9. Interdepartmental Credits (4800)</b>	<small>Enter as Negative #</small>	<input type="text"/>			
<b>Non-Salary Subtotal</b>		<input type="text"/>			Total Including Fringe
<b>PBC Transfer Total</b>		<input type="text"/>			

Additional Comments:

**REQUIRED APPROVAL SIGNATURES:**

**FROM:**

Originator/Responsible Person Approval:  Date:

Department Head or Director Approval:  Date:

Dean or Vice President:  Date:

**TO:**

Originator/Responsible Person Approval:  Date:

Department Head or Director Approval:  Date:

Dean or Vice President:  Date:

**Complete and submit to Travis Webb at the Office of Budgets, Travis.Webb@colostate.edu, once all requested information and approvals are complete.**

**For Office of Budget Use Only:**

Budget Office Approval:  Date:

Final Raise Base Amount Allowed:

Transfer Salary Control Authority:  Yes  No

Recording of Transaction:  Details  Summary

Impact to Raise Base:  Yes  No