

Permanent Base Change (PBC) Request

Fiscal Year _____

REDUCE BUDGET FROM:

RC Code _____ College/VP (abbreviated) _____ Dept # _____ Account # (if known) _____

INCREASE BUDGET TO:

RC Code _____ College/VP (abbreviated) _____ Dept # _____ Account # (if known) _____

Contact Person: _____

Contact Person: _____

Email: _____ Phone: _____

Email: _____ Phone: _____

Description or
Explanation for PBC
Transfer:

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 ()

1. Salaries

- a. Faculty (5000)
- b. Administrative Professional (5100)
- c. Federal Faculty (5200)
- d. Federal Administrative Professional (5250)
- e. Graduate Assistants (5300, 5320, 5340, 5360)
- f. State Classified (5400)
- g. 1st Year Faculty/Admin Pro (5540)
- h. 1st Year Post Doc Fellows, Interns, and Vet Res (5550)
- i. Non-Student Hourly (5580)
- j. Student Hourly (5600)
- k. Work study Hourly (5650)
- l. Miscellaneous Salary (5700)

Fringe Rate

Salaries

Fringe

Total

FTE

Total Salary, Fringe and FTE

Non-Salary

2. Travel (6000)

3. Operating Expenses (Materials and Supplies) (6200)

4. Other Direct Costs (Services) (6600)

5. Cost of Sales (7000)

6. Utilities (7800)

7. Capital Outlay (8100)

8. Allocations for Internal O/H - Indirect Costs (9000)

9. Interdepartmental Credits (4800)

Enter as Negative #

Non-Salary Subtotal

PBC Transfer Total

Total Fringe Moving to
Fringe Pool Account

Total Including Fringe

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 Analia Endrizzi in the Office of Budgets, Analia.Endrizzi@colostate.edu, once all requested information and approvals are complete.

For Office of Budgets 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