

# How To

## Request A Permanent Reallocation

### What is a Permanent Reallocation?

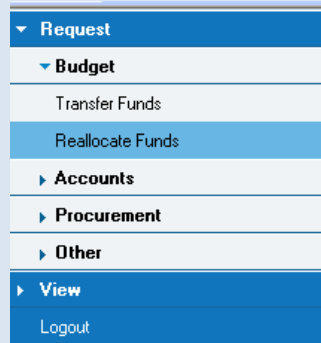
A permanent reallocation is a budget transfer which becomes a permanent budget transfer reflected in the subsequent fiscal year's base budget.

#### Steps:

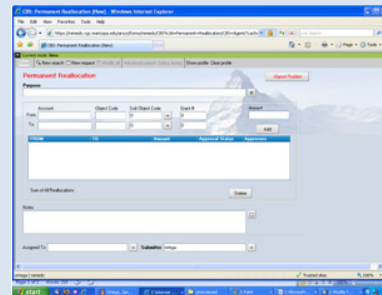
1. Navigate to *My Business Services*.  
[www.cgc.maricopa.edu/mybusinessservices](http://www.cgc.maricopa.edu/mybusinessservices)

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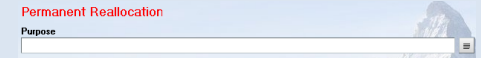
2. Click on **Requests**.
3. Click on **Budget**.
4. Click on **Reallocate Funds**.



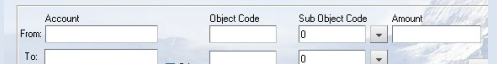
The Permanent Reallocation form will automatically open in a new window.



5. Type in the purpose for the requested permanent reallocation in the Purpose field.



6. Tab to the Account field. Type in the *From Account* information.
7. Tab to the *To Account* field, type in the *To Account* information.



Hint: you can enter partial account numbers or account names in the account fields to search for accounts.

8. Tab to the Amount field and enter the \$ amount.
9. Click the Add button. The transfer line will auto-appear in the table below.

Approval Status	FROM	TO	Amount
Pending	110-450-151450-54100-0	110-450-151450-52000-0	100.00

10. Repeat steps 6 through 8 for multiple line requests.
11. Tab to the Notes field to add any notes for College Business Services to clarify the request.
12. Click Submit to submit the request for approval.



13. Logout of *My Business Services*.



For options on different types of requests which can be submitted to College Business Services, please refer to the *My Business Services Users' Manual*, for more information.

*My Business Services - Version I*  
*College Business Services*  
*January 2009*