Instructions for Change in Funding Source for Graduate Assistants Form

- This form can **ONLY** be used to change the funding source of a graduate assistant within the same department. If the department ID is different, a PAF must be submitted to H.R.
- All fields in the first section must be filled out. If the GA is moving to a designated fund or E&G account, enter N/A as the funding end date.
- In the **Moving From** section, you must enter the chartfield information that the GA is currently being paid from.
- In the **Moving To** section enter the intended funding as of the effective date of action.
- Again, the home department must be the same for the new funding source. At least one of the new chartfields must have the same department ID as the home department.
- The signature authority must sign the funding change form and send to ORA/OFPA for approval.
- If your department requires the approval of the dean, chair or director, they must sign the form before it is sent to ORA/OFPA for data entry.