



P-10 – INTERDEPARTMENTAL CHANGE AND/OR EXTEND FUNDING ONLY

Employee Type:

Staff/Faculty

Wage

Employee ID Number	Employee Name		Last	First
Position Number	Position Suffix (i.e. AS, ES, 00, 01)	Department Contact & Extension		

***ENTER EFFECTIVE DATES AND NEW FUNDING INFORMATION BELOW. Please do not list original fund number.**
(For more than two actions please use a separate page.)

Action 1					
Effective Date:			Expiration Date:		
Fund	Orgn	Account	Activity	%	Amount *

Action 2					
Effective Date:			Expiration Date:		
Fund	Orgn	Account	Activity	%	Amount *

Amount can only be entered if the action is contained in one pay period, and the amount is equal to that pay period salary.

Please Note Reason for funding change:

- Late Receipt of Sponsored Funding (new and renewal) Related Research Was Involved
- Other (Explain - Requires Research Division Approval)

Principal Investigator	Date	Dean	Date
Department Head/Director	Date	Research Division (As Required)	Date

Instructions: This form is for funding changes between different departments only. Current and future funding changes within a department may be done using the PAF process. All changes to previously processed payrolls should be done using the Labor Redistribution process. Please upload this form to the Payroll drop box. Inquiries can be sent to laborredist@vt.edu. The Payroll team will forward current and future dated interdepartmental changes to the appropriate division of HR.