



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

Employee Type:                      Staff/Faculty                          Wage   

<b>Employee ID Number</b>	<b>Employee Name</b> Last                                      First	
<b>Position Number</b>	<b>Position Suffix</b> <small>(i.e. AS, ES, 00, 01)</small>	<b>Department Contact &amp; Extension</b>

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

Action 2						
Effective Date:			Expiration Date:			
Fund	Orgn	Account	Program	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.

**For Retroactive Funding Changes Over 90 Days, Please Note Reason:**

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

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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 send this form to the Labor Redistribution email box [laborredist@vt.edu](mailto:laborredist@vt.edu). The Payroll team will forward current and future dated interdepartmental changes to the appropriate division of HR.