* Go to <http://www.utoledo.edu/offices/controller/grants_accounting/forms.html> and click on Budget Transfer Request Form.



* The form should open as showing below.



* Click on Options button. Select the enable this content option. Then click OK to close.



* Now the macro is enabled. You are ready to fill out the form.
* Still have problem, please call Amanda Ki at (419) 530 -1375.