OPD/PD-24 – Instruction for Completing Form

The OPD/PD24 form is to be used to submit to Programming Division - Program Section to identify and transfer funds on maintenance and construction projects. It is to be used on all systems. It should be used in conjunction with the automated or manual PD-1 form.

Most of the data needed will be in PAM, SYP, Project Pool, and Cardinal. Determine the amount of funds you need to transfer and consult with your Program Section District Team members to determine the types of funds that can be transferred. Verify sufficient funds are available to cover expenditures on donor project(s). If previous funds are identified to transfer, whether or not the federal funds have been obligated must be considered. **If future funds are identified you will need to include the FY in which the funds are to be transferred.**

Complete the form (use only 1 transfer request per form):

Date:	Date in which form is being submitted.
Locality/Co/Jurisdiction:	Identify the jurisdiction (county, city) where the projects are located.
District/Region:	Identify the District or Region in which donor and recipient projects are located.
Requested by:	Name of person requesting the transfer.
Approved by:	Name of PIM/designee approving the transfer request.
Processed by:	Name of Programming Division contact processing transfer
CTB approval:	If applicable, check box if CTB member concurred prior to submitting transfer.

For the Donor & Recipient projects list (use only 1 Donor or 1 Recipient UPC per form):

CSC/UPC/LL:	Identify the number (do not list the leading zeros).
State Project #:	Identify state project number that corresponds with UPC.
FY:	Show the FY the allocation amount is listed in PAM/SYP. ***All transfers MUST show FY or they will be returned.***
Allocation Type:	See PAM, SYP and Cardinal.
Split:	Identify what percentage is to be transferred. (For example, if HSIP, 6030252 is 90% and the Match, 6030254 is 10%.).
Amount:	List the amount of the transfer for each allocation type.
Code:	List reason(s) for transfer.
District Comments:	Include reason for transfer and other information pertinent to request.

Submit the form to the appropriate Program Section District Team members. To find a list of Programming Contacts, click the link /insidevdot/div/pgm|4b42917f-49a8-49cc-80c7-f84eacc070f3 or from Inside VDOT click:

- Project Dev
- Under Libraries, Document Library
- The document "Programming Division_Org_Contact Information