

BUDGET AMENDMENT REQUEST

To Move Funds Between Functions

The first account number is the account you wish to increase the budget for. The last account number should be the account you are transferring budget from, thus the budget for this account will be decreased. In the second column, enter the amount, in whole dollars only, to be transferred between the two accounts listed. If budget is being transferred from several accounts list each account and the amount to be moved from each. Example: To increase the supply budget by \$250 from the library supply budget:

<u>Increase budget for account number:</u>	<u>Amount:</u>	<u>Decrease budget for account number:</u>
199.11.6399.00.001.0.11.0.00	\$ 250	199.12.6219.00.001.0.11.0.00

<u>Increase budget for account number:</u>	<u>Amount:</u>	<u>Decrease budget for account number:</u>

Transfer requested by: _____
Principal/Director

Date: _____

Explanation: _____

Transfer approved by: _____
Chief Financial Officer

- ❖ List the complete account number
- ❖ Use whole dollars only
- ❖ Campus principal/director must approve transfer
- ❖ Return to the Business Office
- ❖ Form may be copied for use as needed