



Operating Budget Adjustment Request

Date of Request: _____

Fiscal Year Impacted: _____

Justification for Request (Required):

Source of Funds: Revenue Fund Balance Expense Account

(FROM) FUND/ORGANIZATION/ ACCOUNT	ACCOUNT TITLE	AMOUNT
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Use of Funds: Revenue Fund Balance Expense Account

(TO) FUND/ORGANIZATION/ ACCOUNT	ACCOUNT TITLE	AMOUNT
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Approvals:

_____	Date	_____	Date
Financial Manager		VPFA (CFO) (If Required)	
_____	Date	_____	Date
Dean/Director		Director of Budget & Payroll Services	
_____	Date	_____	Date
Provost/VPSAEM (If Required)		President (If Required)	

For Budget Office use:

Document Number: _____ Document Type: _____

Date Entered: _____ Entered By: _____

Date Approved: _____ Approved By: _____

This form should be used for all Budget Adjustments which will increase/decrease the over-all operating budget.

Signatures Required:

- 1 Financial Manager
- 2 Appropriate Supervisor (Director/Dean/VP)
- 3 Director of Budget and Payroll Services
- 4 Vice President for Finance & Administration (required on all Budget Adjustments over \$5,000)
- 5 President (required on all Budget Adjustments over \$50,000)

Additional Notes:

Budget Adjustments will not be used to fund any Faculty/Staff salary increases or new positions. EPAFS should be used for this purpose.

For Budget Adjustments using Restricted Budget Accounts (Fund group numbers beginning with "2" except Fund 2100, 2134A, & 2136) please contact the Controller's Office at 942-2014.

An *Online* Budget Transfer should be processed for budget transfers between student wages (7014), Temp/Casual Wages (7015), or M&O (7100P).

The *Online* Budget Transfer or Multiline Budget Transfer forms can be found in the Work Life Tab/Banner Self-Service Links/Finance & Administration Services/Budget Transfers area of Banner Self Service in Rampart.

If you receive an error while entering Online Budget Transfers, please contact the Budget Office at 942-2517.