



# 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
Vice President (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.