REQUEST FOR BUDGET ADJUSTMENT

SUBMIT

DEPARTMENT

Please mark all that apply; multiple "like" items may be included on the same page.

☐ **Transfer** **FUND**

☐ **Over $2,500 per line-item**

☐ **$2,500 or less per line-item**

☐ **Appropriation**

☐ **Between Major Categories**

☐ **Payroll Items**

Appropriation---Rev Increase/Fund Bal Decrease

Transfer---Expenditure Decrease

	Account Number	Account Name	Amount
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
		TOTAL	

Appropriation---Expenditure Increase

Transfer---Expenditure Increase

Account Number	Account Name	Amount
	TOTAL	

Description of adjustment request; request will not be considered without a detailed description.

1.

For Finance Department Use Only

Month Sent To Budget Committee: _____ **Date Entered:** _____ **By:** _____