REQUEST FOR BUDGET ADJUSTMENT

SUBMIT

DEPARTMENT

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

☐ **Transfer** **FUND**

☐ **Over $2500. per line-item**

☐ **$2500. or less per line-item**

☐ **Appropriation**

☐ **Between Major Categories**

☐ **Payroll Items**

Appropriation --- Revenue Increase				**Appropriation --- Expenditure Increase**		
Transfer --- Expenditure Decrease				**Transfer --- Expenditure Increase**		
	Account Number	Acct. Name	Amount	Account Number	Acct. Name	Amount

Description of adjustment request (will not be considered without detailed description)

For Finance Department Use Only

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