

**SECTION: Business Affairs/Controller**  
**SUBJECT: Budget Adjustment and Budget Adjustment Request Sample Form**

**ISSUED BY:** Controller  
**REPLACES:**  
**APPROVED BY:** Vice President for Business Affairs and Treasurer  
**EFFECTIVE DATE:** November 2007

### **Policy**

The annual budget is released each July for the new academic year. Through out the fiscal year budgets sometimes need to be adjusted. The attached form is used to request a budget adjustment. Please make sure the form is complete and all approvals are received before submitting the form to the Vice President for Business Affairs.

### Instructions for completing the Budget Adjustment Request Form

1. Current Date.
2. Department initiating the request.
3. Signature and printed name of the Department Head.
4. Academic departments require the Provost's signature. All other departments require their Vice President's signature.
5. After approval by Vice President or Provost, forward to the Vice President for Business Affairs for final approval.
6. Departmental request number assigned by the department for tracking purposes.
7. The 9-digit account number of the account to transfer the adjusted budget amount from and the 9-digit account number of the account to receive the adjusted budget amount.
8. Name of general ledger account.
9. Current budget in the ledger (in whole dollars) plus or minus pending budget adjustments.
10. Proposed budget (in whole dollars) plus or minus pending budget adjustments.
11. The total current budget must equal the proposed budget.
12. Explanation of why the budget adjustment is being made.

Once the form is completed and approved by the Vice President or Provost, forward the form to the Vice President for Business Affairs for final approval. Allow five (5) business days for processing.

**SAMPLE FORM  
ONLY**



## BUDGET ADJUSTMENT REQUEST

DATE: 1. \_\_\_\_\_  
 DEPARTMENT: 2. \_\_\_\_\_  
 DEPARTMENT HEAD SIGNATURE: 3. \_\_\_\_\_  
 (Printed Name)  
 VICE-PRESIDENT or PROVOST SIGNATURE: 4. \_\_\_\_\_  
 VICE-PRESIDENT for BUSINESS AFFAIRS: 5. \_\_\_\_\_

Departmental Request No. 6.  
 (Assigned by dept. for tracking purposes.)

<u>Account Number</u> <u>7.</u>	<u>Description of Account</u> <u>8.</u>	<u>Current Budget</u> <u>9.</u>	<u>Proposed Budget</u> <u>10.</u>
<b>TOTAL</b>		<u>11.</u>	

Purpose of Budget Adjustment: 12. \_\_\_\_\_

*After approval by VP or Provost, forward to the VP for Business Affairs for final approval. Please allow 5 business days for processing.  
 Budget adjustments processed before December 31 will carry forward to the next fiscal year's budget unless the Assist. VP for Business Affairs is notified  
 Retain a copy for your records.*

<i>Example: Expense to Expense</i>				<i>Example: Revenue and Expenses</i>			
<u>Account No.</u>	<u>Description</u>	<u>Current Budget</u>	<u>Proposed Budget</u>	<u>Account No.</u>	<u>Description</u>	<u>Current Budget</u>	<u>Proposed Budget</u>
3640.62100	Controller's Office Supplies/Exp	\$3,000	\$2,500	1115.40000	Controller's Office Revenue	( \$1,000 )	( \$1,500 )
3640.62300	Controller's Office Programming	\$1,000	\$1,500	3640.62300	Controller's Office Programming	\$1,000	\$1,500
<b>Total</b>		\$4,000	\$4,000				
<i>All items must be completed.          Budget must be in whole dollars.          Current budget must equal proposed budget.</i>							

*Updated October 2007*