



Date

Department

Account Number

Request is hereby made for change in the budget appropriation available to this department as follows:

New Appropriation..... \$ _____

Transfer of Appropriation:

From _____ Account No. _____

To _____ Account No. _____ \$ _____

This budget adjustment requested above is required to permit the effective functioning of this department. Specific explanation and justification of this request follows:

Department Chair

Budget Office Signature

Do not write below this line

Table with 3 columns: Comment, Comment, Action. Below the table are labels for Comptroller Signature, CFO Signature, and President's Signature.

INSTRUCTIONS: Requests pertaining to budget of instructional and other areas under the supervision of the Academic Dean should be submitted to that office before transmission to the Office of the Business Affairs. All other areas should submit requests directly to Business Affairs. After review by personnel in the Accounting Office, action will be taken by the President and a copy of the executed form sent to the department and to the Business Affairs.