Instructions for Completing Request for Budget Revision Form

Section I: This section is to be completed if you desire to temporarily change this year's budget to reflect current needs.

Section II: This section may be completed if you desire this budget revision request to be a permanent change to your base budget. If this is a one-time budget revision request, which only affects this year's budget, do not make any entry in this section.

   Column A: Type in the name of the organization to be revised, i.e., Art

   Column B: Type in the six-digit fund code, i.e., 110001

   Column C: Type in the five-digit organization number, i.e., 43001

   Column D: Type in the five-digit account code, which identifies the type of expenditure. For salary budgets, the specific code must be entered, i.e., 61326-temporary help, 61400-student wages. For all other type budgets, you must enter the "budget pool account code," i.e., 73000-travel, 74000-operation expenses, and 78000-capital outlay. You may not request revisions to the 62000 pool account code (employee benefits) or permanent personnel lines, i.e., 61200-faculty, 61300-clerical and support, 61600-professinal salaries. The budget office maintains these budgets.

   Column E: Enter the even dollar amount by which you wish to increase the budget for this organization code. If you wish to decrease the budget, put parentheses around the amount, i.e., 3,000-increase, (3,000)-decrease.

Section III: Provide a brief explanation indicating why this request should be approved. Do not leave this space blank. If more space is required, please summarize the reason in this space and attach a more detailed explanation.

   After completing the above sections, the department should route the revision for approving signatures.

Section IV: Each of the applicable authorities should sign and date to indicate approval of the revision.

   The approving authorities are:

   (a) revisions within an organization and less than $5,000 - departmental/budgetary head,
   (b) revisions between organizations and/or greater than $5,000 - department/budgetary head and the next higher level of authority (normally a dean or vice president), and
   (c) revisions within or between organizations where the responsible budgetary head is the president or a vice president - department/budgetary head

Section V: The budget office will review the request for compliance to budgeting policy and procedures and if approved will enter the revision into the administrative computing system.

Copies of the approved revision will be distributed via email to the department or budgetary head after the revision is entered into the accounting records.