

# BUDGET ADJUSTMENT REQUEST

Department: \_\_\_\_\_

A Budget adjustment is requested for the following reason:

\_\_\_\_\_ Budget increase                      \_\_\_\_\_ Budget decrease

\_\_\_\_\_ Transfer of funds from one line to another within an account.

\_\_\_\_\_ Transfer of funds from one account to another account.

Account Number	Expense Class	Description	Amount Increase	Amount Decrease

Justification:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

David C. Daughaday, Director  
Resource Management

Recorded JE#:

Date: