



LOYOLA UNIVERSITY MARYLAND

— 1852 —

Budget Adjustment Form -

Taking some of your spending authorization and giving it to someone else. Result- you have less to spend and the recipient has more. Also, within your own budget, moving funds available dollars between line items to allow for spending that is different from your original plan.

It is requested that the following Budget Adjustment be made:

- ___ Budget Increase
___ Budget Decrease
___ Transfer of Funds Within Account
___ Transfer of Funds to Another Account

Table with 6 columns: FUND, MAJOR, SUBCLASS, DESCRIPTION, AMOUNT INCREASE, AMOUNT DECREASE. Includes a TOTAL row at the bottom.

Justification for Adjustment:

Department Chair Signature

Date

Print Department Chair Name

Phone Ext.

Resource Management Approval

Date

Return to Resource Management for Processing