



**Budget Adjustment Request Form -**

Budget adjustments can be made within a departmental operating budget or between departmental operating budgets and are used to re-allocate funds among spend categories. *It is requested the following Budget Adjustment be made:*

Temporary Adjustment (this fiscal year only)

Permanent Adjustment (this fiscal year and forward)

Fund (#)	Cost Center (Name)	Activity (Name)	Ledger (#)	Spend/Revenue Category (Name)	Amount Increase	Amount Decrease
				<b>Total</b>		

**Justification for Adjustment:**

\_\_\_\_\_  
Department Chair Signature

\_\_\_\_\_  
Print Department Chair Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Budget & Planning Approval

\_\_\_\_\_  
BA #

\_\_\_\_\_  
Date

**Return to the Office of Budget & Planning for Processing**