

Budget Revision Request Form – Explanation by Section

[illegible]

Form Section - Explanation

- 1 Enter preparer information, date, fiscal year and an “x” if this revision is temporary (i.e., for this fiscal year only)
- 2 List of budget account codes to use in the the Account Code column
- 3 From or Decrease; To or Increase Columns
 - *Department Name* – use the org name relating to the org # in the Org Number column
 - *Fund Number* – Use a non restricted fund # only
 - *Org Number* - Use the number assigned to department/org. (Cost Center).
 - *Account Code* – Use an account code found in 2 above
 - *Program Number* – Use the unique code(s) related to each org; please call if unknown
 - *Position Number* – Use only if related to labor - Use the position number assigned to each employee’s position
 - *Increase/Decrease Amount* – enter the dollar amount to move
- 4 In House Services (IHS) - When transferring IHS funds, use IHS names found in 2 above
- 5 Purpose – Enter why the funds are being moved, elaborate as needed for clear communication
- 6 Approvals – The following are required: Preparer, Department Head and/or Chair/Director, Dean, Provost/Executive VP/ VP, President (only when specifically required)