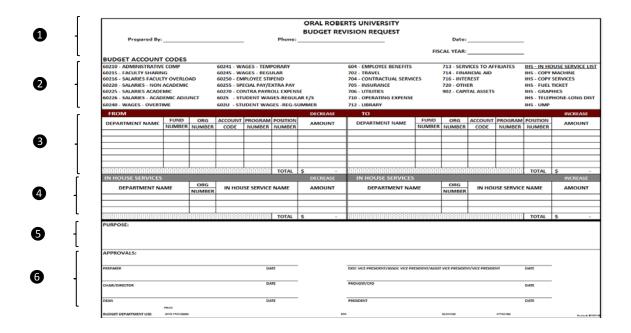
Budget Revision Request Form – Explanation by Section



Form Section - Explanation

- 1 Enter preparer information, date, fiscal year
- 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 FT 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 transfering 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)