

Sample Budget Change Request Form for Faculty Recruitment

Budget numbers to which expenses were charged. (Consult re-class forms or reimbursement forms.)
Charges that fall under the same fund, org, and account codes can be combined on one line.

Amount to be take out of the President's or Provost's Budget. (Should match


"T" for "temporary change"

Description of charges listed on this line, beginning with T/F for "transfer from" or T/T for "transfer to."

Leave a blank line for President/Provost budget numbers. Continue on line 3 with the next charge.

Amount you would like to be added to your account.

Explanation of charges listed above.



BUDGET CHANGE REQUEST

ORIGINATOR: _____

EXT: _____

DOC NUMBER: _____
BUDGET YEAR: 14-15
DATE: 3/27/2015

	FUND (6)	ORGN (4)	ACCT (5)	ACTV CODE (6)	* AMOUNT		T/P	DESCRIPTION (Max 35 Characters)	
					INCREASE	DECREASE			
1	XXXXXX	XXXX	74301		500		T	T/F President's Office Recruiting	
2								T/T J. Doe - Airfare	
3	XXXXXX	XXXX	74501		75		T	T/F Provost's Office Recruiting	
4								T/T J. Doe - Meals	
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20	To Balance				575	(575)		Document Total	1,150

EXPLANATION: Recruiting and interview expenses for Nursing Candidate, Jane Doe, January 2015.

* **INCREASE** = Increase Expense or Increase Income **T** = Temporary Change
DECREASE = Decrease Expense or Decrease Income **P** = Permanent Change

APPROVALS	Dept. Head	VP Office	Finance Office
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