GENERAL LEDGER BUDGET ADJUSTMENT REQUEST

BAR _____

A BAR IS NO LONGER NECESSARY IF MOVING A NON-SALARIED AMT UNDER $250.00 WITHIN THE SAME ORG

DATE _____

REVENUE **WHOLE DOLLARS ONLY**

1 BUDGET REVENUE NAME 2 ACCOUNT DESCRIPTION	ACCOUNT	AMOUNT OF INCREASE	AMOUNT OF DECREASE
1 2			
1 2			
1 2			
	TOTAL REVENUES		

EXPENDITURES

1 ORGANIZATION 2 ACCOUNT DESCRIPTION	ORGANIZATION	ACCOUNT #	POSITION #	AMOUNT OF INCREASE	AMOUNT OF DECREASE
1 2					
1 2					
1 2					
1 2					
1 2					
1 2					
1 2					
1 2					
1 2					
	TOTAL EXPENDITURES				

TOTAL OF INCREASES & DECREASES

REASON(S) FOR TRANSFER: (Banner limits description to 35 characters- including spaces)

Request/Recommend/Approval Signatures (if disapproved, do not sign, but return with comments to last person(s) who did sign.)

1. **Request:** _____ _____
Dean(s) Dept. Head(s) Date

2 **Recommend:** _____ _____
Area Vice President Date

Approved ☐
Disapproved ☐ _____ _____
Vice President for Finance Date