

INSTRUCTIONS FOR USING THE "REQUEST FOR BUDGET ADJUSTMENT" FORM

General comments about budget adjustments.

1. Completed and approved budget adjustments should be given to the Executive Offices. Budget adjustment forms may be picked up in the Executive Offices or in the Business Office.
2. Use current adjusted budget totals under the column "Present Budget". Do not put the balance of the current budget but the adjusted budgeted amount.
3. Use whole dollar amounts.
4. Budget adjustments may occur as follows:
 1. increase one expense (5xxx) line item and decrease another expense (5xxx) line item by the same amount
 2. increase an expense (5xxx) line item and increase a revenue (4xxx) line item by the same amount.
 3. decrease an expense (5xxx) line item and decrease a revenue (4xxx) line item
 4. increase a revenue (4xxx) line item and decrease another revenue line item
 5. You **may not** increase an expense line item only. You must also either decrease another expense line item or increase a revenue line item.
 6. Adjustments in revenue (4xxx) line items need to be documented.
5. The total of the column titled "Amount Requested Incr(Decr)" should be "0".
6. Adjustments may be made between different organization keys with the approval of the appropriate budget director.
7. State the reason for the request in the space provided. Adjustments in revenue line items must be documented.
8. Obtain appropriate approvals.

Using the spreadsheet version of the budget adjustment:

The green shaded area is the area for input.

1. Copy the spreadsheet budget adjustment to your drive.
2. Type in the Department name and organization key in space provided.
3. The organization key should automatically appear in future entries on that form. A different organization key can be manually entered on a line, if needed.
4. Type in the current adjusted budgeted amount and the proposed change.
5. The new budget amount should calculate automatically.
6. The total of the column labeled "Amount Requested" should total "0".
7. Type in the reason for the request.
8. Press the "Print Request" button to print.
9. Press the "Clear Data" button to begin a new form.
10. The same "General Comments" listed above also apply to the spreadsheet version.