Budget Adjustment Request

Submitted By:_____ Date:_____

Department:_____

Reason for adjustment:

	Budget Code	Account Number	Amount	+/-	Current Budget	Revised Budget
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Instructions and notes:

1. Per College Budget Management Procedure, adjustments in the general fund will **not** be made between labor & fringe accounts and materials & services or capital accounts.
2. Adjustments (+ and -) should equal to $0, unless you are asking to increase budget appropriation
3. If you are requesting to increase the budget appropriation (self-sustaining, grants and enterprise funds ONLY), the year to date revenues must exceed the budgeted amounts. Identify both revenue and expenditure accounts to be adjusted above.
4. This form is to be completed when requesting a new grant budget be set up.
5. Send completed form by email to HelpDesk@umpqua.edu, with subject Budget: (followed by name of your request) and CC the appropriate supervisor. Depending upon your budget authority, supervisor approval may be necessary.

If you have questions or need assistance with the form, please contact the Budget Department at 541-440-7861 or Katie.Workman@umpqua.edu