



**BUDGET REVISION FORM**

<u>Budget Increases</u>		<u>Budget Decreases</u>	
<u>Account/Position #</u>	<u>Amount</u>	<u>Account/Position #</u>	<u>Amount</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL	\$_____	TOTAL	\$_____

Please check one of the following:

\_\_\_\_ This is a temporary revision - (affects only the current fiscal year)

\_\_\_\_ This is a permanent revision - (affects current and future fiscal years)

Comments (Please explain reason for budget revision)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested By: \_\_\_\_\_

Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**\*Send form to CFO, Jennifer Taylor\***

\_\_\_\_\_

Accounting Office Use Only

Date of Entry \_\_\_\_\_ Initials \_\_\_\_\_ # \_\_\_\_\_