# BUDGET REVISION FORM

<table>
<thead>
<tr>
<th>Budget Increases</th>
<th>Budget Decreases</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account/Position #</td>
<td>Amount</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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 the Finance Office*

______________________________
Finance Office Use Only

Date of Entry___________  Initials___________  #_____________