This form is to be used to:
- Request changes to the budget.

This form is not to be used for:
- Salary corrections.
- Request a correction of OTPS Expenditures charged against a department budget.
- Request a correction of a Revenue item applied to a department budget.
- Request a payment or revenue item be moved from one department’s budget to another department.

General Information:
- Enter the department name, the department’s extension, Box number and the date of your request.
- Specify if the budget request is a transfer, an appropriation or a reduction.
- The transactions are split with “From” information and “To” information. First, state the index, account, and amount. This identifies where you are requesting the budget to be moved from. Next, state the index, account and the same amount. This identifies where you are transferring the budget to.
- In case of an appropriation (budget coming from a fund balance or from a central budget pool), only fill out the “to” column.
- An explanation must be provided to explain the budget change request.
- The person who is requesting this change should write their name next to “Requested By:” and list their direct extension number. This will help if any questions should arise when the transfer is being processed and prevent delays.
- The form should be signed and submitted to the Budget Office in Grace Dodge 175 for processing.

Authorized Signatures:
- For academic departments, the Department Associate should approve the transaction.
- For administrative departments, the supervisor of the person requesting the budget change should approve the transaction.
- In the event that a transaction involves another department then a second signature authorizing changes to other department’s budget is required.

Budget Office:
- A copy will be sent to department notifying them that the request was processed.