

MEREDITH COLLEGE
Request for Budget Revision

Year Ended June 30, _____

Department: _____

Date of Request: _____

Account Code	Account Description	Amount Increase/(Decrease)
NET CHANGE		

- This revision is temporary (adjust each line for this fiscal year only).
- This revision is permanent (adjust each line permanently).

Reason for Budget Revision Request

APPROVALS (as required – see reverse)

Department Head

Date

President

Date

Divisional Vice President

Date

Business & Finance

Date

ACCOUNTING USE ONLY	
Budget Journal Number: _____	
Date Processed: _____	Processed By: _____

The Request for Budget Revision is used to re-allocate funds from one budget line to another on a temporary or permanent basis. **Temporary budget revisions** adjust each line for the remainder of the current fiscal year only. **Permanent budget revisions** adjust the current budget year and future years.

Each budget revision should be prepared and approved by the appropriate department head or other budget officer and also approved by the divisional vice president. The President's approval is required only if funds are being moved between two divisions or in lieu of the divisional vice president's approval for those departments reporting directly to the president. The President's approval is also required if salary funds are re-allocated to non-salary lines or vice versa.

After appropriate divisional approvals, budget revisions should be submitted to the Vice President for Business and Finance for final approval and processing. After approval and processing, a copy of the budget revision will be forwarded to the originating department head.