

BUDGET REVISION FORM

This form should be used to move budget from one pooled account to another within the same department or division. You cannot use a budget revision to move money between two different funds (i.e: Fund 0 and Fund 1 or 9).

If you are moving funds from one department to another to cover costs before an expense occurs or to charge another department for services, you will need to submit a Transfer of Funds. If you are moving actual expenses already incurred from one line item within the same department or between departments, you will need to submit an Expense Correction Form.

Completed form should be emailed to accounting@elon.edu.

DATE: _____

ACCOUNT NUMBER (12 Digits)	BUDGET INCREASE	BUDGET DECREASE
TOTAL:		

EXPLANATION & APPROVAL	
<i>Provide a brief explanation indicating why this budget revision is being requested.</i>	
Temporary revision (current fiscal year only)	Permanent Revision (current and future fiscal years)
PREPARER'S NAME	BUDGET MANAGER (e-signature)

TO BE COMPLETED BY ACCOUNTING			
DATE OF ENTRY	EFFECTIVE DATE	B#	INITIALS