

BUDGET REVISION FORM

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

If an expense has posted and you are moving from one account to another, you will need to submit a Correction of Expense 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