

## **PURPOSE:**

The BUDGET ADJUSTMENT FORM is a standard university template provided to departments to transfer budgets between operating accounts. This form should not be used for position/salary adjustments.  
Mail completed forms to: Jones Building, 118, CPO43A, 521 Lancaster Avenue, Richmond, Kentucky 40475-3102  
If you have any questions please call (859) 622-4642.

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## **COMPLETION INSTRUCTIONS:**

### **SECTION 1:**

**JUSTIFICATION** Please include a brief description and justification of the budget transfer request. An example of an appropriate justification is "to monitor expenses for the new program XYZ." Check the appropriate box for Permanent or Temporary budget adjustment. A permanent budget adjustment reoccurs annually. A temporary adjustment only relates to the current year activity and is not likely to occur each year.

### **SECTION 2:**

**TRANSFER INFORMATION** Enter the information for the organization receiving the reduction in budget on the left hand side of the form. Enter the information for the organization receiving the budget increase on the right hand side of the form. The fund, org, and account codes are all six digit numbers. The totals for "FROM" and "TO" organizations must equal.

### **SECTION 3:**

**APPROVALS** Signatures for approval are required from the Organization Administrator (preparer), Dean or Director, and Vice President or Provost. Please provide your email address and date where indicated.

### **SECTION 4:**

This section is for internal use only.



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**Budget Adjustment Form**

Complete for budget transfers

Permanent

Temporary

1. Justification	Description and Justification.								
2. Transfer Information	<b>FROM Organization</b>					<b>TO Organization</b>			
	FUND	ORG CODE	ACCOUNT	AMOUNT		FUND	ORG CODE	ACCOUNT	AMOUNT
	<b>TOTAL</b>				<b>\$ -</b>		<b>TOTAL</b>		<b>\$ -</b>
	3. Approvals	Organization Administrator				Signature		Email	
						Date			
Dean/Director				Signature		Email			
						Date			
Vice President/Provost				Signature		Email			
						Date			
<p>Submit original form to Office of Budgeting, 521 Lancaster Ave, CPO43A.            To ensure prompt processing, complete the entire form and obtain all signatures.</p>									
4. For Internal Use Only	Document Number _____								
	Approval _____				Date _____				
	Data Entry _____				Date _____				