Valdosta State University

BUDGET AMENDMENT REQUEST

Indicate whether you are adding "to" the account or taking funds "from" an account in the first column. In the next column give the name of the account as it appears on your month-end reports. In the next six spaces enter the respective numbers from your month-end report. If the changes you are making do not affect a grant, then the "Project/Grant" space should be left blank. Indicate the dollar remaining balance as of your most recent print out. Please insert the date of this printout in the heading of this column. In the next column, indicate the dollar amount you want to move in or out of the line. The next column should be your remaining balance after the change has been made. In the last column should be the amended budget you expect to have after this change is made. The Journal ID No. will be filled in by accounting when the amendment is posted. Forward the form for the appropriate signatures. If you have any questions, please call Budget Services at 333-5708.

		PeopleSoft Account Number										
Enter To or From	Account Description	Fund	Dept ID	Program	Class	Proj/ Grant	Account Code	Remaining Balance as of:	Dollar Change Requested	Amended Remaining Balance	Amended Budget	Journal ID No.

Reason for Budget Amendment:

Total Increase/Decrease:

$ -

AUTHORIZATION:

Department Head/Manager/Project Investigator ____ Date ____

Vice President, Finance ____ Date ____

Dean/Director ____ Date ____

Cabinet Level Officer/Vice President ____ Date ____

Effective Date:

Entered in PS Financials:				
	PS Jrnl ID No.	Cc: Dept,etc.	Initials	Date