## **BUDGET AMENDMENT REQUEST**

PURPOSE: USE THIS FORM TO REQUEST AN INCREASE OR DECREASE TO THE TOTAL BUDGETED FUNDS WITHIN A FUND OR TO A SPECIFIC DEPARTMENT WITHIN THE GENERAL FUND.

DATE: \_\_\_\_\_

INCREASE OR			100T //			
DECREASE	FUND #	DEPT #	ACCT #	ACCOUNT NAME	AMOUNT	REASON FOR AMENDMENT

DEPARTMENT HEAD SIGNATURE: