



ROLLINS COLLEGE
FINANCE OFFICE BUDGET REALLOCATION FORM

Budget Year

Note: This form is to be used for budget reallocations only. Reclassifications of actual amounts received or paid should be done on a Journal Entry Form.

Base Budget Adjustment Temporary Budget Adjustment

Preparer's Signature

Print

Campus Box/Ext

Date

Budget Manager 1*

Print

Campus Box/Ext

Date

Budget Manager 2**

Print

Campus Box/Ext

Date

* Budget Manager 1 – Manager of organization who will receive budget

** Budget Manager 2 – Manager of organization who will provide budget

Explanation:

USE WHOLE NUMBERS ONLY

	FUND	ORG	ACCT	PRESENT BUDGET	INCREASE +	DECREASE -	REVISED BUDGET
1				1			
2				2			
3				3			
4				4			
5				5			
6				6			
7				7			
8				8			
			Totals				