BUD001

Budget Revision Request

Page ____ of ____

Budget Office Use Only

JV # _____

Division NAME: _____ FUND# _____

2-3 Word Description (title) of Transfer: _____ Revision# _____

(complete justification at bottom) _____

-1	-2	-3	-4	
Expense Account Title	Expense Account	FUND	Current Year	
	Number		$ Amount	I/D
General Office Supplies	533110	3000	$250	D
Rent/Lease Other Prop	532590	3000	$250	I

I=Increase Budget
D=Decrease Budget
Whole Dollars Only

(7) Justification:

Transferring funds from General Office expense account to the Rent/Lease Other Prop Expense account for registration for a conference in DC.

Prepared By	Phone	Date	Authorized Signature