

REQUEST TO BUDGET NEW REVENUE and/or FUND BALANCE

Division _____

Department _____

Cost Center Title _____

Cost Center & ST _____

Fund – Dept.-ID – Prog–Project-ST

	Budgeted During BDM	Requested Adjustment
Fund Balance		
Revenue		
Expense		

Actual Fund Equity Balance less Commitments (1074) _____ as of date of requested adjustment

Remaining unbudgeted Fund Equity (UGLS033A) _____

Remaining unbudgeted New Revenue (UGLS033A) _____

Why wasn't this additional Fund Balance/ New Revenue budgeted during the budget cycle?

Please explain how the funds will be used.

How do these expenditures align with the strategic goals (NACUBO codes) of the University? Please check as appropriate:

☐ **Student Access and Success** - Axxxx (INSTRUCTION), Dxxxx (Academic Support), Exxxx (Student Service),
Hxxxx (Scholarships & Fellowships), Ixxxx (Auxiliary Enterprises)

☐ **National Competitiveness** - Bxxxx (Research)

☐ **Infrastructure and Administration** – Fxxxx (Institutional Support), Gxxxx (Physical Plant)

☐ **Community Advancement** – Cxxxx (Public Service)

Approvals:

CBA/DBA Date

Director, Planning & Budget Date

Cost Center Manager Date

(Required for New Revenue only)
VP, Administration & Finance Date