

REQUEST FOR BUDGET ADJUSTMENT(S)

(Bus Affairs Use) Only

BJE#:

Appr:

Date:

Department:

Department Head Signature:

Budget(s) to be Increased

	Account Number	Account Title	Amount
1.			
2.			
3.			
4.			
5.			
SUBTOTAL			\$ -

Budget(s) to be Decreased

	Account Number	Account Title	Amount
1.			
2.			
3.			
4.			
5.			
SUBTOTAL			\$ -

Please be sure that the total amount of increase equals the total amount of decrease.

THIS SHOULD NOT BE USED TO CORRECT EXPENDITURES POSTED TO THE WRONG ACCOUNT NUMBER.

Purpose of Adjustment:

Submit form to Business Affairs DS106

This form is accessible on the Daemen College Website.