

REQUEST FOR BUDGET AMENDMENT

To: Marshall University Research Corporation
 Attention: _____ Date: _____
 From: _____ College/Department: _____
 Project Title: _____

Banner Fund/Org. No.: _____/_____

Please make budget changes as follows:

Make sure to reference MURC's chart of accounts (http://www.marshall.edu/murc/files/Expense-Account-List.pdf).	INCREASE	DECREASE
Salaries		
Benefits		
Travel		
Equipment		
Supplies		
Contractual – Please specify below:		
Sub-awards		
Service Contracts		
Other - Please specify below:		
Indirects		
Total (Increase & Decrease <i>must</i> be same amount)		

JUSTIFICATION – Specifically state why it is necessary to the project that the line item(s) is being increased/specifically state why a line item(s) can be decreased:

Principal Investigator: _____ Date: _____
 MURC Approval: _____ Date: _____

*****Agency approval attached, if applicable*****