Please reference examples below to assist with the completion of the Budget Adjustment Request Form.

Hint: It may be helpful to complete the "Use" section first in order to determine the amount of Sources needed to be transferred. Note that benefits auto-populate in both the Decrease and Increase sections of the form.

- Transfer Source of \$2,171.20 from Fund 119001 Org 4900 to Fund 119001 Org 4700.
- Use Budget decrease in Extra Help Acct 60022 for Fund 119001 Org 4900 of \$2,000 plus benefit adustment
- Use Budget increase in Student Assistant Acct 60022 for Fund 119001 Org 4700 of \$2,000 plus benefit adjustment

MARSHALL UNIVERSITY

			BUDGE	WARSHALL ET ADJUSTMI	_	_		1		
			20201	2016			0110111			
	FUND ¹	ORG	ACCT ²	AMOUNT		FUND ¹	ORG	ACCT ²	AMOUNT	
	Sources (I		<u>/</u>			Sources (Increase)			
	Revenue A	djustment	s (Decrease	e)						
BD04					-	Please s	ubmit MU F	unding Rec	uest Form	
BD04					-	to increa	se revenue	budget.		
BD04					-		_			
	Transfer Fi	rom				Transfer 1	<u>Г</u> о			
BD04	119001	4900	5T0050	2,171.20	-	119001	4700	5T0050	2,171.20	+
		Source	ce Changes	2,171.20				Ĺ	2,171.20	
	Uses (Dec	rease)				Uses (Inc	rease)			
BD04	119001	4900	60022	2,000.00	-	119001	4700	60022	2,000.00	+
BD04					-					+
BD04					-					+
BD04					-					+
BD04					-					+
BD04					-					+
BD04	119001	4900	6999B	171.20	-	119001	4700	6999B	171.20	+
		<u>Us</u>	se Changes	2,171.20				Ĺ	2,171.20	
XFT2	119001	4900	5T0050	2,171.20	+	119001	4700	5T0050	2,171.20	- [
							Doc total	\$	13,027.20	
	<u>C</u>	Change to N	let Budget 3	0.00				[0.00	
	<u>Ch</u>	ange to Us	se Budget ⁴			0.0	0			
	Purpose:			Transfer non-cla	ass	sified temp fro	m 4900 to 4	4700		
	·									
		Entry de	scription:							
							<u> </u>			1
Sul	bmitted by:						date:			
	proved by:						date:			
¹ Tra				nds with the sam			gits (eg. 11 9	9 0 01 to 11 90	115)	
2 ,				n from/to fund/org			: O - II			
Source Accts: 5T0050 Internal Temp Transfer - within the same Unit or College 5T0055 Unit to Unit Temp Transfer										
				port Transfer						
U	lse Accts:	70024	Budget Sup	plies & Other						
			Graduate As			60023	Classified 7	Temporary		
			Student Ass Part-time Fa			6001F 6001R	Overtime Faculty Re	sparch		
			Casual Help	•		6001K	Stipends	Juanun		
				ed Tempoaray		6001T	Cell Phone Stipend			
				tual Supp Pay		6001U	Internet Sti	•		
2		6001C2	Summer Fa	culty		6999B	Benefits-Pa	art-time		

³ Change to Net Budget - if negative, cannot exceed Adjusted Budget "Net: Revenue minus (Labor + Expenditures + Transfers)" field on FGIBSUM. Note - if From and To amounts are within the same fund/org, Change to Net Budget From and To should be considered in total.

⁴ Change to Use Budget - if net change is negative, please submit MU Funding Request Form found at www.marshall.edu/finance/forms listed under Budget.

Example #2:

- Transfer Source of \$3,800 from Fund 119002 Org 4900 to Fund 119002 Org 4700.
- Use Budget decrease in Graduate Assistant Acct 60015 for Fund 119002 Org 4900 of \$3,800.
- Use Budget increase in Graduate Assistant Acct 60015 for Fund 119002 Org 4500 of \$2,000.
- Use Budget increase in Budget Supplies & Other Acct 70024 for Fund 119002 Org 4500 of \$1,800.

MARSHALL UNIVERSITY

BUDGET ADJUSTMENT REQUEST FORM										
	2016-17									
										-
	FUND ¹	ORG	ACCT ²	AMOUNT		FUND ¹	ORG	ACCT ²	AMOUNT	
	Sources (I					Sources (Increase)		
	Revenue A	djustmen	ts (Decreas	e)						
BD04					-	Please s	ubmit MU	Funding Re	quest Form	
BD04					-	to increa	se revenu	e budget.		
BD04					-					
	Transfer F	rom	ı			Transfer 1	Го			
BD04	119002	4900	5T0050	3,800.00	-	119002	4500	5T0050	3,800.00	+
		Sour	ce Changes	3,800.00					3,800.00	
	Uses (Dec	rease)	'•			Uses (Inc	rease)	•		П
BD04	119002	4900	60015	3,800.00	-	119002	· ·	60015	2,000.00	+
BD04				.,	-	119002	4500	70024	1,800.00	+
BD04					-				•	+
BD04					-					+
BD04					-					+
BD04					-					+
BD04			6999B	0.00	-			6999B	0.00	+
		<u>U</u>	se Changes	3,800.00					3,800.00	
XFT2	119002	4900	5T0050	3,800.00	+	119002	4500	5T0050	3,800.00	T- 1
		1000					Doc total	\$	22,800.00	T
	<u>C</u>	hange to N	Net Budget 3	0.00	1				0.00	1
			se Budget			0.0	0			
								' -		
	Durmooo			4500, reduce 49	00	GA budget, i	ncrease 45	00 GA and S	Supplies and	
	Purpose: Other Budget.									
		Entry de	escription:							1
										_
Sul	bmitted by:						date:			
Ap	Approved by:					date:				
¹ Transfers can only be made between funds with the same two middle digits (eg. 11 90 01 to 11 90 15)						ı.				
One form must be submitted for each from/to fund/org combination.					,					
2 (Source Accts:			np Transfer - witl	hir	the same Ur	nit or Colleg	je		
				Temp Transfer						
1	Jse Accts:	70024		pport Transfer plies & Other						
		60015 Graduate Assistant				60023	Classified	Temporary		
		60016 Student Assistant				6001F Overtime				

60017 Part-time Faculty Faculty Research 6001R

60018 Casual Help 6001S Stipends 60022 Non-classifed Tempoaray Cell Phone Stipend 6001T

60020 NC Contractual Supp Pay 6001U Internet Stipend 6001C2 Summer Faculty 6999B Benefits-Part-time

³ Change to Net Budget - if negative, cannot exceed Adjusted Budget "Net: Revenue minus (Labor + Expenditures + Transfers)" field on FGIBSUM. Note - if From and To amounts are within the same fund/org, Change to Net Budget From and To should be considered in total.

⁴ Change to Use Budget - if net change is negative, please submit MU Funding Request Form found at www.marshall.edu/finance/forms listed under Budget.

Example #3

- Source Budget decrease for Fund 119301 Org 2300 of \$12,000.
- Use Budget decrease in Budget Supplies & Other Acct 70024 for Fund 119301 Org 2300 of \$12,000

MARSHALL UNIVERSITY **BUDGET ADJUSTMENT REQUEST FORM**

				2010) -'	17			
	FUND ¹	ORG	ACCT ²	AMOUNT		FUND ¹	ORG	ACCT ²	AMOUNT
	Sources (I	Decrease				Sources (Increase		
	Revenue A	djustment	s (Decrease	e)					
BD04	119301	2300	556700	12,000.00	-	Please s	ubmit MU I	Funding Red	quest Form
BD04					-	to increa	se revenue	e budget.	
BD04					-				
	Transfer F	rom	-			Transfer T	О		
BD04					-			0	0.00 +
		Sour	ce Changes	12,000.00					0.00
	Uses (Dec	rease)				Uses (Inc	rease)		
BD04	119301	2300	70024	12,000.00	-				+
BD04					-				+
BD04					-				+
BD04					-				+
BD04					-				+
BD04					-				+
BD04			6999B	0.00	-			6999B	0.00 +
		<u>U:</u>	se Changes	12,000.00					0.00
XFT2					+				-
							Doc total	\$	24,000.00
	<u>C</u>	Change to N	let Budget 3	0.00	1				0.00
	Change to Use Budget 4 -12,000.00								
	Reduce source Private Gifts - Other budget and use Budget Supplies & Other Services by \$12,000 each.								
		Entry description:							
Su	Submitted by: date:								

² Source Accts: 5T0050 Internal Temp Transfer - within the same Unit or College

5T0055 Unit to Unit Temp Transfer 5T0045 Provost Support Transfer

70024 Budget Supplies & Other Use Accts:

> 60015 Graduate Assistant **Classified Temporary** 60023

date:

60016 Student Assistant 6001F Overtime

60017 Part-time Faculty 6001R Faculty Research

60018 Casual Help 6001S Stipends

60022 Non-classifed Tempoaray 6001T Cell Phone Stipend 60020 NC Contractual Supp Pay Internet Stipend 6001U 6001C2 Summer Faculty 6999B Benefits-Part-time

Approved by: Transfers can only be made between funds with the same two middle digits (eg. 11 9001 to 119015) One form must be submitted for each from/to fund/org combination.

³ Change to Net Budget - if negative, cannot exceed Adjusted Budget "Net: Revenue minus (Labor + Expenditures + Transfers)" field on FGIBSUM. Note - if From and To amounts are within the same fund/org, Change to Net Budget From and To should be considered in total.

⁴ Change to Use Budget - if net change is negative, please submit MU Funding Request Form found at www.marshall.edu/finance/forms listed under Budget.

Example #4

- Use Budget decrease in Student Assistants Acct 60016 for Fund 119002 Org 2066 of \$3,000.
- Use Budget increase in Budget Supplies & Other Acct 70024 for Fund 119002 Org 2066 of \$3,000

MARSHALL UNIVERSITY BUDGET ADJUSTMENT REQUEST FORM

				2016)-	17					
	FUND ¹	ORG	ACCT ²	AMOUNT		FUND ¹	ORG	ACCT ²	AMOUNT		
	Sources (Decrease)					Sources (Increase)				
	Revenue A	Revenue Adjustments (Decrease)									
BD04					-	Please si	ubmit MU F	unding Red	quest Form		
BD04					-	- to increase revenue budget.					
BD04					-						
	Transfer F	rom				Transfer T	o			Ш	
BD04					-			0	0.00	+	
		Sour	ce Changes	0.00					0.00		
	Uses (Dec	rease)	•			Uses (Inci	rease)	•			
BD04	119002	2066	60016	3,000.00		119002	2066	70024	3,000.00	+	
BD04			000.0	0,000.00	-				0,000.00	+	
BD04					-					+	
BD04					-					+	
BD04					-					+	
BD04					-					+	
BD04			6999B	0.00	-			6999B	0.00	+	
-		<u>U</u> :	se Changes	3,000.00					3,000.00		
XFT2					+					[_]	
XI IZ					•		Doc total	\$	6,000.00	Π	
	C	Change to N	let Budget 3	3,000.00	1				-3,000.00	ĺ	
			se Budget 4	5,000.00		0.0	0			l 	
	Decrease Student Assistant Use budget and Increase Budget Supplies & Other Services direct expenditure budget by \$3,000 each.										
		Entry description:									

Submitted by:	date:	
Approved by:	date:	

¹ Transfers can only be made between funds with the same two middle digits (eg. 11 **90**01 to 11**90**15) One form must be submitted for <u>each from/to fund/org combination</u>.

5T0055 Unit to Unit Temp Transfer 5T0045 Provost Support Transfer

Use Accts: 70024 Budget Supplies & Other

60015 Graduate Assistant 60023 Classified Temporary

60016 Student Assistant 6001F Overtime

60017 Part-time Faculty 6001R Faculty Research

60018 Casual Help 6001S Stipends

60022Non-classifed Tempoaray6001TCell Phone Stipend60020NC Contractual Supp Pay6001UInternet Stipend6001C2Summer Faculty6999BBenefits-Part-time

² Source Accts: 5T0050 Internal Temp Transfer - within the same Unit or College

³ Change to Net Budget - if negative, cannot exceed Adjusted Budget "Net: Revenue minus (Labor + Expenditures + Transfers)" field on FGIBSUM. Note - if From and To amounts are within the same fund/org, Change to Net Budget From and To should be considered in total.

⁴ **Change to Use Budget** - if net change is negative, please submit MU Funding Request Form found at www.marshall.edu/finance/forms listed under Budget.