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 Use sections (Decrease & Increase) of the form.

Example #1:

- Transfer Source \$2,000 from Fund 119002 Org 4900 to Fund 119002 Org 4700.
- Use Budget decrease in Classified Temporary Acct 60023 \$2,000 plus benefits Fund 119002 Org 4900
- Use Budget increase in Classified Temporary Acct 60023 \$2,000 plus benefits Fund 119002 Org 4700

	FUND	ORG	ACCT*	AMOUNT	Γ	FUND	ORG	ACCT*	AMOUNT	Γ
	Sources					Sources				
	Revenue	Adjustme	nts (Decre	ase)	L	Revenue	Adjustme	nts (Increa	ise)	1
BD02					-					ŀ
BD02					-					
BD02					-					
	Transfer	From				Transfer	То			I
BD02	119002	4900	5T0050	2,000.00	-	119002	4700	5T0050	2,000.00	
BD02					-			0		
	*	Source C	hanges **	2,000.00	Г				2,000.00	Ī
	Uses (De	crease)			i	Uses (Inc	rease)	•		Ť
	119002		60023	2,000.00	H	119002		60023	2,000.00	t
BD02	119002	4900	00023	2,000.00	F	119002	4700	00023	2,000.00	t
BD02 BD02					-					†
					F					†
BD02					F					t
BD02 BD02					F					t
BD02	119002	4900	6999B	242.00	Ē	119002	4700	6999B	242.00	†
BDVZ	113002		Changes	2,242.00	t	113002	4700	03330	2,242.00	t
		030	Onlanges	2,242.00	1				2,242.00	1
XFT2					+	•	D 1 - 1 - 1		0.404.00	ŀ
							Doc total	\$	8,484.00	_
	Chan	ge to Net	Budget ***	242.00	J			l	-242.00	
		Transfor	Cource from	n Org 4900 to 4	17	00 Docrose	o Lleo Bur	dant Ora 40	00 and	1
				et Org 4700	+//	oo, Decreas	e ose but	aget Org 49	oo and	l
	Purpose:									l
		Entry de	scription:							1
										-
Sub	mitted by:						date:]
	proved by:						date:			1
App	noved by.						uale.			J
	* Source No	5T0045 Provost Support Transfer								
		5T0050	Internal Te	mp Transfer -	wit	thin the sam	e Unit or (College		
				t Temp Transfe			_			
	Use No.		Budget Su Graduate /	pplies & Other		6001C2 60023		Faculty d Temporai		
			Student As			60023	Overtime	и гептрога	у	
			Part-time F			6001R	Faculty R	esearch		
			Casual He	•		6001S	Stipends			
				ifed Tempoara				e Stipend		
				ifed Tempoara ctual Supp Pay		6001T 6001U 6999B	Cell Phor Internet S Benefits-I	tipend		

^{**} One form must be submitted for each from/to fund/org combination.

^{***} 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.

- Transfer Source \$3,742 from Fund 119005 Org 4900 to Fund 119005 Org 4700
- Use Budget decrease Graduate Assistant Acct 60015 \$1,500 Fund 119005 Org 4900
- Use Budget increase Casual Help Acct 60018 \$2,000 plus benefits Fund 119005 Org 4700
- Use Budget increase Supplies & Other Acct 70024 \$1,500 Fund 119005 Org 4700

	FUND	ORG	ACCT*	AMOUNT		FUND	ORG	ACCT*	AMOUNT	l
	Sources	(Decrea	ise)			Sources	(Increa	se)		l
	Revenue	Adjustme	nts (Decre	ase)	l	Revenue	Adjustme	ents (Increa	ise)	1
BD02					_					
BD02					L					Ī
BD02					t					t
5502	Transfer	From			Ť	Transfer	To			t
BD02	119005	4900	5T0050	3,742.00	T.	119005	4700	5T0050	3.742.00	t
BD02	110000	4000	010000	0,142.00	Ť	110000	4700	0	0,142.00	t
BD02		* Course	Changes **	2.742.00	Ť			v	2.742.00	ł
				3,742.00	Ţ				3,742.00	ļ
	Uses (De	crease)			L	Uses (Inc	crease)			l
BD02	119005	4900	60015	1,500.00	-	119005	4700	60018	2,000.00	ŀ
BD02					-	119005	4700	70024	1,500.00	ŀ
BD02					-					
BD02					_					
BD02					-					Ī
BD02					_					Ī
BD02			6999B	0.00	-	119005	4700	6999B	242.00	Ī
	Use Changes 1.500.00								3.742.00	t
				1,000.00	<u>,</u>				0,7 12.00	, T
XFT2					+	•	D 4-4-1		40 700 00	ŀ
							Doc total	\$	12,726.00	J
	Chan	ge to Net	Budget ***	-2,242.00				l	0.00	ı
		T60	60 7	12 from Org 4900		- 4700 D	II D	.dt-44000	5/4000	1
				y \$1,500, Increa						I
	Purpose:			& Other \$1,500.		osc baager	113003/470	o casaarric	np \$2,000 pius	I
	'		scription:							Ť
										J
01	:441 1						-1-4			1
	mitted by:				_		date:			ł
App	proved by:						date:			
	* Source No.			pport Transfer						
				np Transfer - wit Temp Transfer	nII	n the same un	it or College	3		
	Use No.	70024		plies & Other		6001C2	Summer F	aculty		
	OSC NO.		Graduate A	•		60023		Temporary		
			Student As			6001F	Overtime	romporary		
			Part-time Fa			6001R	Faculty Re	search		
			Casual Help			6001S	Stipends	Scarcii		
				ed Tempoaray		6001T	Cell Phone	Stinend		
		60020	NC Contrac	tual Sunn Pav		600111	Internet St	inend		
		60020	NC Contrac	tual Supp Pay		6001U 6999B	Internet St Benefits-P	•		

^{**} One form must be submitted for each from/to fund/org combination.

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- Source Budget increase \$22,000 Fund 119005 Org 2210
- Use Budget increase Supplies & Other \$19,000 Acct 70024 Fund 119005 Org 2210

MARSHALL UNIVERSITY BUDGET ADJUSTMENT REQUEST FORM

2014-15

	FUND	ORG	ACC1*	AMOUNT		FUND	ORG	ACCT*	AMOUNT	
	Sources (Decreas	se)			Sources	(Increas	e)		1
	Revenue	Adjustm	ents (Deci	rease)	L	Revenue	Adjustm	nents (Inci	rease)	1
PDEZ					-	119005	2210	596966	22,000.00	
PD#2					_					
PDBZ					_					1
	Transfer	From				Transfer	То			Ī
DEZ.					_			0		1
D#2					_			0		1
		* Source (Changes **	0.00	Г				22,000.00	Ť
	Uses (Dec				i	Uses (Inc	rease)	<u>'</u>		1
	0303 (D00	lease			H	119005	2210	70024	19,000.00	†
PD#2					-	113003	2210	70024	15,000.00	+
DB2					-					+
DE2					F					+
PDBZ					-					+
PDEZ					-					+
PDBZ			COOOD	0.00	-			6999B	0.00	+
PDBZ		lle.	6999B	0.00	-			09990	0.00	٠
		<u>US</u>	e Changes	0.00	1				19,000.00	L
PTZ					1+					Т
							B 1 1 1	•	44 000 00	+
							Doc total	\$	41,000.00	=
	Chang	je to Net I	Budget ***	0.00]		Doc total	\$	41,000.00 3,000.00	=
	Chang				<u> </u>	e Sunnlies &			3,000.00	=
		Increase		0.00 udget and Incre	<u> </u>	e Supplies &			3,000.00	=
	Change Purpose:	Increase	Revenue Bu		<u> </u>	e Supplies &			3,000.00	=
		Increase I updated in	Revenue Bu		<u> </u>	e Supplies &			3,000.00	=
		Increase I updated in	Revenue Bu		<u> </u>	e Supplies &			3,000.00	=
Sub		Increase updated in	Revenue Bu		<u> </u>	e Supplies &			3,000.00	=
	Purpose:	Increase updated in	Revenue Bu		<u> </u>	e Supplies &	Other Use		3,000.00	=
	Purpose:	Increase updated in	Revenue Bu		<u> </u>	e Supplies &	Other Use		3,000.00	=
	Purpose:	Increase updated in Entry de	Revenue Bunformation.	udget and Incre	as		Other Use	e budget ba	3,000.00	=
	Purpose:	Increase updated in Entry de 5T0045 5T0050	Revenue Bunformation. Scription: Provost Sunternal Ter	udget and Incre	as		Other Use	e budget ba	3,000.00	=
	Purpose: omitted by: proved by: *Source No	Increase updated in Entry de 5T0045 5T0050 5T0055	Revenue Bunformation. Scription: Provost Sunternal Ter	udget and Incre	asovith	nin the same	date: date:	e budget ba	3,000.00	=
	Purpose:	Increase updated in Entry de 5T0045 5T0050 5T0055 70024	Revenue Bunformation. Scription: Provost Sunternal Tel	udget and Incre	as/	nin the same	date: date: Unit or Co	e budget ba	3,000.00	=
	Purpose: omitted by: proved by: *Source No	Entry de 5T0045 5T0055 70024 60015	Revenue Bunformation. Scription: Provost Sunternal Tel Unit to Unit Budget Sul	udget and Incre upport Transfer mp Transfer - v Temp Transfer pplies & Other Assistant	as/	nin the same 6001C2 60023	date: date: Unit or Co	e budget ba	3,000.00	=
	Purpose: omitted by: proved by: *Source No	5T0045 5T0055 70024 60015 60016	Revenue Bunformation. Scription: Provost SuInternal Tel Unit to Unit Budget Sul Graduate A Student As	apport Transfer mp Transfer - v Temp Transfer pplies & Other Assistant	as vith	6001C2 60023 6001F	date: date: Unit or Co Summer F Classified Overtime	e budget ba llege aculty Temporary	3,000.00	=
	Purpose: omitted by: proved by: *Source No	5T0045 5T0055 70024 60015 60016 60017	Revenue Bunformation. Scription: Provost SuInternal Tell Unit to Unit Budget Sul Graduate As Part-time Formation Student As Part-time Formation.	apport Transfer mp Transfer - v Temp Transfer pplies & Other Assistant aculty	as vith	6001C2 60023 6001F 6001R	date: date: Unit or Co Summer F Classified Overtime Faculty Re	e budget ba llege aculty Temporary	3,000.00	=
	Purpose: omitted by: proved by: *Source No	5T0045 5T0055 70024 60015 60016 60017 60018	Provost Su Internal Ter Unit to Unit Budget Sur Graduate A Student As Part-time For Casual Hel	apport Transfer mp Transfer - v Temp Transfer pplies & Other Assistant aculty p	as	6001C2 60023 6001F 6001R 6001S	date: date: Unit or Co Summer F Classified Overtime Faculty Re Stipends	llege Temporary	3,000.00	=
	Purpose: omitted by: proved by: *Source No	5T0045 5T0045 5T0050 5T0055 70024 60015 60016 60017 60018 60022	Provost Su Internal Tel Unit to Unit Budget Sul Graduate A Student As Part-time Fi Casual Hel Non-classi	apport Transfer mp Transfer - v Temp Transfer pplies & Other Assistant aculty	as	6001C2 60023 6001F 6001R	date: date: Unit or Co Summer F Classified Overtime Faculty Re	llege aculty Temporary	3,000.00	=

^{**} One form must be submitted for each from/to fund/org combination.

^{***} 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.

- Source Budget decrease \$14,000 Fund 119005 Org 2300
- Use Budget decrease \$14,000 Supplies & Other Acct 70024 Fund 119005 Org 2300

			ACCT*	AMOUNT	1	FUND		ACCT*	AMOUNT	1
	Sources (Sources]
	Revenue	Adjustm	ents (Dec	rease)	L	Revenue	Adjustn	nents (Inci	rease)	╀
PDEZ	119005	2300	50679C	14,000.00	-					+
PDEZ					_					+
PDEZ					-					+
	Transfer	From				Transfe	r To			Ι
BDBS					_			0		+
PD#2					_			0		+
		* Source (Changes **	14,000.00	Г				0.00	Т
	U (D			14,000.00	_	11 /	\		0.00	+
	Uses (Dec				╀	Uses (Inc	rease)			╀
PDEZ	119005	2300	70024	14,000.00	-					+
PDEZ					-					+
PDEZ					-					+
PDEZ					-					+
PDEZ					-					+
PDEZ					-					+
PDEZ			6999B	0.00	-			6999B	0.00	+
<u>Use Changes</u> 14,000.00									0.00	l
XFTZ	I				- +	I				_
XFT2					T	l	Doc total	S	28.000.00	t
	Chano	e to Net I	Budget ***	0.00	1				0.00	ī
	<u> </u>	0 10 1101	-	0.00	,			'	0.00	4
		Decrease	Revenue b	udget and decr	rea	se Supplies	& Other U	se budget b	ased on	1
	Purpose:	updated is	nofrmation.							1
	Purpose.]
		Entry de	scription:							
_										,
Sub	omitted by:						date:			
An	proved by:						date:			7
										_
	* Source No	5T0045	Provost Su	pport Transfer						
				mp Transfer - v		nin the same	Unit or Co	llege		
	II N-			Temp Transfer		000400	C			
	Use No.		Graduate A	pplies & Other		6001C2 60023		·acuity Temporary	,	
			Student As			60023 6001F	Overtime	remporary		
			Part-time F			6001R	Faculty R	esearch		
				-		6001S	Stipends			
	60018 Casual Help 60022 Non-classifed Tempoaray					6001T		e Stipend		
						00011	00111110111			
				ctual Supp Pay		6001U	Internet S	tipend		
								tipend		

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⁺ 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.

- Transfer Source \$1,121 from Fund 119005 Org 2500 to Fund 119001 Org 2500
- Use Budget decrease Classified Temporary Acct 60023 \$1,000 plus benefits Fund 119005 Org 2500
- Use Budget increase \$1,121 Supplies & Other Acct 70024 Fund 119001 Org 2500

	FUND	ORG	ACCT*	AMOUNT	Г	FUND	ORG	ACCT*	AMOUNT	Τ
	Sources (7 4410 0141	1	Sources			7 4410 0141	1
			ents (Deci	rease)	1			nents (Inci	rease)	1
BD#2			,		-			,	,	Ţ
DD#2					<u> </u>					t
PDBZ										t
-	Transfer	r From				Transfe	То			t
PD#2	119005	2500	5T0050	1,121.00	_	119001	2500	5T0050	1,121.00	Ţ
DD#2				.,	-			0		t
		* Source (Changes **	1,121.00	Т				1,121.00	t
	Hees /Do			1,121.55	+	Uses (Inc	roacol		.,	1
	Uses (Dec		00000	4 000 00	╀			70004	4 404 00	+
PDBZ	119005	2500	60023	1,000.00	-	119001	2500	70024	1,121.00	ł
PDBZ					-					ł
PDB2					-					+
PDB2					-					ł
DD82					-					ł
BDBS	119005	2500	6999B	424.00	-			6999B	0.00	ł
PDB2	119005	e Changes	121.00	-			09990		ł	
		<u>us</u>	e Changes	1,121.00	J			l	1,121.00	J
XFTZ					+		5			ŀ
XFTZ					+		Doc total	\$	4,484.00	
XFTZ	Chang	je to Net I	Budget ***	0.00	+		Doc total	\$	4,484.00 0.00	
XFTZ	Chang				_	Fund 11900		l	0.00]]
хета		Transfer	Source from	0.00 n Fund 119005 ase Supplies &	to		1, Decreas	l	0.00	
ХРТЗ	Chance Purpose:	Transfer	Source from	m Fund 119005	to		1, Decreas	l	0.00	
XPTZ		Transfer Fund 119	Source from	m Fund 119005	to		1, Decreas	l	0.00	
XFTZ		Transfer Fund 119	Source from 005 & Incre	m Fund 119005	to		1, Decreas	l	0.00	
		Transfer Fund 119	Source from 005 & Incre	m Fund 119005	to		1, Decreas	l	0.00	
Sub	Purpose:	Transfer Fund 119	Source from 005 & Incre	m Fund 119005	to		1, Decreas 9001.	l	0.00	
Sub	Purpose:	Transfer Fund 119	Source from 005 & Incre	m Fund 119005	to		1, Decreas 9001. date:	l	0.00	
Sub	Purpose: omitted by: proved by:	Transfer: Fund 119 Entry de	Source from 005 & Incresscription:	n Fund 119005 ase Supplies &	to Ot	her Fund 11	1, Decreas 9001. date: date:	se Classified	0.00	
Sub	Purpose: omitted by: proved by:	Transfer: Fund 119 Entry de 5T0045 5T0050	Source from 005 & Incre- scription: Provost Su Internal Ter	n Fund 119005 ase Supplies & upport Transfer mp Transfer - v	to Ot	her Fund 11	1, Decreas 9001. date: date:	se Classified	0.00	
Sub	Purpose: pmitted by: proved by: * Source No	Transfer: Fund 119 Entry de 5T0045 5T0050 5T0055	Source from 005 & Incre- scription: Provost Su Internal Ter Unit to Unit	n Fund 119005 ase Supplies & apport Transfer mp Transfer - v Temp Transfer	to Ot	her Fund 11	date: Unit or Co	se Classified	0.00	
Sub	Purpose: omitted by: proved by:	Transfer: Fund 119 Entry de 5T0045 5T0050 5T0055 70024	Source from 005 & Incre- scription: Provost Su Internal Ter Unit to Unit	n Fund 119005 ase Supplies & apport Transfer mp Transfer - v Temp Transfer pplies & Other	to Ot	her Fund 11	date: date: Unit or Co	se Classified	0.00 d Temporary	
Sub	Purpose: pmitted by: proved by: * Source No	Transfer: Fund 119 Entry de 5T0045 5T0050 5T0055 70024 60015 60016	Source from 005 & Incre- scription: Provost Su Internal Ter Unit to Unit Budget Su Graduate A Student As	n Fund 119005 ase Supplies & apport Transfer mp Transfer - v Temp Transfer pplies & Other Assistant	to Ot	her Fund 11	date: date: Unit or Co	se Classified	0.00 d Temporary	
Sub	Purpose: pmitted by: proved by: * Source No	Transfer: Fund 119 Entry de 5T0045 5T0050 5T0055 70024 60015 60016 60017	Source from 1005 & Incressoription: Provost Sustantial Telegraphic Control Telegraphi	pport Transfer mp Transfer - v Temp Transfer pplies & Other Assistant aculty	to Ot	nin the same 6001C2 60023 6001F 6001R	date: date: Unit or Co Summer F Classified Overtime Faculty Re	se Classified	0.00 d Temporary	
Sub	Purpose: pmitted by: proved by: * Source No	5T0045 5T0055 70024 60015 60016 60017 60018	Source from 1005 & Incressoription: Provost Sustaination Internal Tell Unit to Unit Budget Susander As Part-time Facasual Hell	r Fund 119005 ase Supplies & apport Transfer mp Transfer - v Temp Transfer pplies & Other Assistant assistant aculty	to Ot	nin the same 6001C2 60023 6001F 6001R 6001S	date: date: Unit or Co Summer F Classified Overtime Faculty Re Stipends	llege faculty Temporary	0.00 d Temporary	
Sub	Purpose: pmitted by: proved by: * Source No	5T0045 5T0055 70024 60015 60016 60017 60018 60022	Source from 1005 & Incres scription: Provost Sustantial Tele Unit to Unit Budget Sus Graduate As Part-time Facaual Hell Non-classi	r Fund 119005 ase Supplies & ase Supplies & apport Transfer mp Transfer - v Temp Transfer pplies & Other Assistant assistant aculty p	to Ot	nin the same 6001C2 60023 6001F 6001R 6001S 6001T	date: date: Unit or Co Summer F Classified Overtime Faculty Re Stipends Cell Phone	llege Faculty Temporary esearch	0.00 d Temporary	
Sub	Purpose: pmitted by: proved by: * Source No	5T0045 5T0055 70024 60015 60016 60017 60018 60022	Source from 1005 & Incres scription: Provost Sustantial Tele Unit to Unit Budget Sus Graduate As Part-time Facaual Hell Non-classi	r Fund 119005 ase Supplies & apport Transfer mp Transfer - v Temp Transfer pplies & Other Assistant assistant aculty	to Ot	nin the same 6001C2 60023 6001F 6001R 6001S	date: date: Unit or Co Summer F Classified Overtime Faculty Re Stipends	llege Faculty Temporary esearch e Stipend	0.00 d Temporary	

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