

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

MARSHALL UNIVERSITY
BUDGET ADJUSTMENT REQUEST FORM
2014-15

	FUND	ORG	ACCT*	AMOUNT		FUND	ORG	ACCT*	AMOUNT	
Sources (Decrease)					Sources (Increase)					
Revenue Adjustments (Decrease)					Revenue Adjustments (Increase)					
BD02					-					+
BD02					-					+
BD02					-					+
Transfer From					Transfer To					
BD02	119002	4900	5T0050	2,000.00	-	119002	4700	5T0050	2,000.00	+
BD02					-				0	+
				* Source Changes **					2,000.00	

	FUND	ORG	ACCT*	AMOUNT		FUND	ORG	ACCT*	AMOUNT	
Uses (Decrease)					Uses (Increase)					
BD02	119002	4900	60023	2,000.00	-	119002	4700	60023	2,000.00	+
BD02					-					+
BD02					-					+
BD02					-					+
BD02					-					+
BD02					-					+
BD02	119002	4900	6999B	242.00	-	119002	4700	6999B	242.00	+
				Use Changes					2,242.00	

NET2					+					
								Doc total \$	8,484.00	
				Change to Net Budget ***					242.00	-242.00

Purpose:	Transfer Source from Org 4900 to 4700, Decrease Use Budget Org 4900 and Increase Use Budget Org 4700
	Entry description:

Submitted by:		date:	
Approved by:		date:	

- * Source No: 5T0045 Provost Support Transfer
5T0050 Internal Temp Transfer - within the same Unit or College
5T0055 Unit to Unit Temp Transfer
- Use No. 70024 Budget Supplies & Other
60015 Graduate Assistant
60016 Student Assistant
60017 Part-time Faculty
60018 Casual Help
60022 Non-classified Temporaray
60020 NC Contractual Supp Pay
- 6001C2 Summer Faculty
60023 Classified Temporary
6001F Overtime
6001R Faculty Research
6001S Stipends
6001T Cell Phone Stipend
6001U Internet Stipend
6999B Benefits-Part-time

** 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.

Example #2

- 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

MARSHALL UNIVERSITY
BUDGET ADJUSTMENT REQUEST FORM
2014-15

	FUND	ORG	ACCT*	AMOUNT		FUND	ORG	ACCT*	AMOUNT	
Sources (Decrease)						Sources (Increase)				
Revenue Adjustments (Decrease)						Revenue Adjustments (Increase)				
BD02					-					+
BD02					-					+
BD02					-					+
Transfer From						Transfer To				
BD02	119005	4900	5T0050	3,742.00	-	119005	4700	5T0050	3,742.00	+
BD02					-				0	+
				* Source Changes **						
				3,742.00						3,742.00

	FUND	ORG	ACCT*	AMOUNT		FUND	ORG	ACCT*	AMOUNT	
Uses (Decrease)						Uses (Increase)				
BD02	119005	4900	60015	1,500.00	-	119005	4700	60018	2,000.00	+
BD02					-	119005	4700	70024	1,500.00	+
BD02					-					+
BD02					-					+
BD02					-					+
BD02					-					+
BD02			6999B	0.00	-	119005	4700	6999B	242.00	+
				Use Changes						
				1,500.00						3,742.00

WFT2					+					
									Doc total \$	12,726.00

Change to Net Budget *** -2,242.00 0.00

Purpose: Transfer Source \$3,742 from Org 4900 to 4700. Decrease Use Budget 119005/4900 Graduate Assistants by \$1,500, Increase Use Budget 119005/4700 Casual Help \$2,000 plus benefits and Supplies & Other \$1,500.
 Entry description:

Submitted by:		date:	
Approved by:		date:	

- * Source No. 5T0045 Provost Support Transfer
- 5T0050 Internal Temp Transfer - within the same Unit or College
- 5T0055 Unit to Unit Temp Transfer
- Use No. 70024 Budget Supplies & Other
- 60015 Graduate Assistant
- 60016 Student Assistant
- 60017 Part-time Faculty
- 60018 Casual Help
- 60022 Non-classified Temporaray
- 60020 NC Contractual Supp Pay
- 6001C2 Summer Faculty
- 60023 Classified Temporary
- 6001F Overtime
- 6001R Faculty Research
- 6001S Stipends
- 6001T Cell Phone Stipend
- 6001U Internet Stipend
- 6999B Benefits-Part-time

** One form must be submitted for each from/to fund/org combination.
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Example #3

- 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

SOURCES (Decrease)				SOURCES (Increase)			
FUND	ORG	ACCT*	AMOUNT	FUND	ORG	ACCT*	AMOUNT
Revenue Adjustments (Decrease)				Revenue Adjustments (Increase)			
DDZ			-	119005	2210	596966	22,000.00
DDZ			-				
DDZ			-				
Transfer From				Transfer To			
DDZ			-			0	
DDZ			-			0	
* Source Changes **			0.00				22,000.00
USES (Decrease)				USES (Increase)			
DDZ			-	119005	2210	70024	19,000.00
DDZ			-				
DDZ			-				
DDZ			-				
DDZ			-				
DDZ			-				
DDZ		6999B	0.00			6999B	0.00
Use Changes			0.00				19,000.00
XTZ			-				
Doc total \$							41,000.00
Change to Net Budget ***			0.00				3,000.00

Purpose:	Increase Revenue Budget and Increase Supplies & Other Use budget based on updated information.
Entry description:	

Submitted by:	date:	
Approved by:	date:	

<p>* Source No 5T0045 Provost Support Transfer</p> <p>5T0050 Internal Temp Transfer - within the same Unit or College</p> <p>5T0055 Unit to Unit Temp Transfer</p>	<p>Use No. 70024 Budget Supplies & Other</p> <p>60015 Graduate Assistant</p> <p>60016 Student Assistant</p> <p>60017 Part-time Faculty</p> <p>60018 Casual Help</p> <p>60022 Non-classified Temporaray</p> <p>60020 NC Contractual Supp Pay</p>	<p>6001C2 Summer Faculty</p> <p>60023 Classified Temporary</p> <p>6001F Overtime</p> <p>6001R Faculty Research</p> <p>6001S Stipends</p> <p>6001T Cell Phone Stipend</p> <p>6001U Internet Stipend</p> <p>6999B Benefits-Part-time</p>
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**** 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.**

Example #4

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

MARSHALL UNIVERSITY
BUDGET ADJUSTMENT REQUEST FORM
2014-15

	FUND	ORG	ACCT*	AMOUNT		FUND	ORG	ACCT*	AMOUNT	
Sources (Decrease)					Sources (Increase)					
Revenue Adjustments (Decrease)					Revenue Adjustments (Increase)					
DD82	119005	2300	50679C	14,000.00	-					+
DD82					-					+
DD82					-					+
Transfer From					Transfer To					
DD82					-				0	+
DD82					-				0	+
* Source Changes **				14,000.00					0.00	
Uses (Decrease)					Uses (Increase)					
DD82	119005	2300	70024	14,000.00	-					+
DD82					-					+
DD82					-					+
DD82					-					+
DD82					-					+
DD82					-					+
DD82					-					+
DD82			6999B	0.00	-			6999B	0.00	+
Use Changes				14,000.00					0.00	
XPT2					+					-
								Doc total \$	28,000.00	
Change to Net Budget ***				0.00					0.00	

Purpose:	Decrease Revenue budget and decrease Supplies & Other Use budget based on updated information.
	Entry description:

Submitted by:	date:	
Approved by:	date:	

- * Source No 5T0045 Provost Support Transfer
- 5T0050 Internal Temp Transfer - within the same Unit or College
- 5T0055 Unit to Unit Temp Transfer
- Use No. 70024 Budget Supplies & Other
- 60015 Graduate Assistant
- 60016 Student Assistant
- 60017 Part-time Faculty
- 60018 Casual Help
- 60022 Non-classified Temporaray
- 60020 NC Contractual Supp Pay
- 6001C2 Summer Faculty
- 60023 Classified Temporary
- 6001F Overtime
- 6001R Faculty Research
- 6001S Stipends
- 6001T Cell Phone Stipend
- 6001U Internet Stipend
- 6999B Benefits-Part-time

** 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.

Example #5

- 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

**MARSHALL UNIVERSITY
BUDGET ADJUSTMENT REQUEST FORM
2014-15**

	FUND	ORG	ACCT*	AMOUNT		FUND	ORG	ACCT*	AMOUNT	
	Sources (Decrease)					Sources (Increase)				
	Revenue Adjustments (Decrease)					Revenue Adjustments (Increase)				
DD02					-					+
DD02					-					+
DD02					-					+
	Transfer From					Transfer To				
DD02	119005	2500	5T0050	1,121.00	-	119001	2500	5T0050	1,121.00	+
DD02					-			0		+
	* Source Changes **			1,121.00					1,121.00	

	Uses (Decrease)					Uses (Increase)				
DD02	119005	2500	60023	1,000.00	-	119001	2500	70024	1,121.00	+
DD02					-					+
DD02					-					+
DD02					-					+
DD02					-					+
DD02					-					+
DD02	119005	2500	6999B	121.00	-			6999B	0.00	+
	Use Changes			1,121.00					1,121.00	

XPT2					+						-
Doc total \$										4,484.00	

Change to Net Budget ***

Purpose:	Transfer Source from Fund 119005 to Fund 119001, Decrease Classified Temporary Fund 119005 & Increase Supplies & Other Fund 119001.
	Entry description: <input type="text"/>

Submitted by:	<input type="text"/>	date:	<input type="text"/>
Approved by:	<input type="text"/>	date:	<input type="text"/>

- * Source No 5T0045 Provost Support Transfer
- 5T0050 Internal Temp Transfer - within the same Unit or College
- 5T0055 Unit to Unit Temp Transfer
- Use No. 70024 Budget Supplies & Other
- 60015 Graduate Assistant
- 60016 Student Assistant
- 60017 Part-time Faculty
- 60018 Casual Help
- 60022 Non-classified Temporarily
- 60020 NC Contractual Supp Pay
- 6001C2 Summer Faculty
- 60023 Classified Temporary
- 6001F Overtime
- 6001R Faculty Research
- 6001S Stipends
- 6001T Cell Phone Stipend
- 6001U Internet Stipend
- 6999B Benefits-Part-time

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