



BOWIE STATE UNIVERSITY

REQUEST FOR: NEW BUDGET ** BUDGET TRANSFER ** BUDGET REVISION**EXPEND/REV TRANSFER

CHECK ACTION REQUESTED:

☐ NEW BUDGET	☐ BUDGET TRANSFER
☐ BUDGET REVISION	☐ EXPEND/REV TRANSFER

DECREASE							INCREASE								BUD OFF ONLY	
\$Amount	Fund	Department	CL	Project FUND 43	Account	BUDGET PERIOD	\$Amount	Fund	Department	CL	Project FUND 43	Account	BUDGET PERIOD	POSITION PIN #	JOURNAL #	
\$ -	TOTAL DECREASE						\$ -	TOTAL INCREASE								

SIGNATURES:

Preparer/Department

Date

Divisional Vice President

Date

Grants Accountant (Fund 43 Only)

Date

University Budget Office

Date

JUSTIFICATION/EXPLANATION:

or Estimate Change:

CLASS= OBJECT (EXAMPLE 01)

ACCOUNT= SUB-OBJECT (EXAMPLE 2145)

FUND= REVENUE SOURCE (EXAMPLE 40=UNRESTRICTED)

1) REQUESTOR TO COMPLETE

3) SUBMIT TO UNIVERSITY BUDGET OFFICE FOR PROCESSING

2) FORWARD TO NEXT LEVEL APPROVAL

4) BUDGET OFFICE WILL RETURN COPY TO REQUESTOR