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# Directions for Completing Business Forms

## How to Complete a Budget Revision

1. Page \_\_\_ of \_\_\_:  
Enter the page sequencing and total number of pages contained in the budget revision.
2. Base level adjustments:  
If the budget revision is a base level adjustment, determine if it is for current fiscal year only, or for the next fiscal year only, or both. Place a checkmark on the appropriate line with correct fiscal year.
3. If the budget revision is a regular (non-base level) adjustment, determine if the movement of funds is a one time only or permanent change in the spending plan. Place a checkmark on the appropriate line with the correct fiscal year.
4. The University budgets funds in operation orgs. Enter your org depending on the budget you are adjusting.
5. Enter the account number, the pool account or non-pooled account that you are moving funds into.
6. Amount - (Increase) -  
Enter the amount the account will be increased by. Amounts should be rounded to whole dollars.  
**Note:** You may list multiple accounts.
7. Account number: account code (decrease):  
The University budgets funds in operation Orgs. Enter your org depending on the budget you are adjusting.
8. Amount - (Decrease) -  
Enter the account number, the pool account or non-pooled account that you are moving funds into.  
**Note:** You may list multiple accounts.
9. Increase total:  
Add all the individual increase amounts together. Enter the total increase amount on the increase total line.
10. Decrease total:  
Add all the individual decrease amounts together. Enter the total decrease amount on the decrease total line.  
**Note:** The total increase amount should equal the total decrease amount. If it does not equal, double check the amounts on both sides. If the amount of the total increase and the amount of the total decrease are not equal, the budget revision will be considered a base level adjustment and require additional signatures.
11. Justification:  
Enter in a detailed explanation for the purpose of the budget revision.
12. Director/Dean/VP initials:  
The budget revision must have the appropriate signatures. The Org administrator's signature must always be on the budget revision or only those individuals who have completed and submitted a signature authorization form for the account(s).  
All base level budget adjustments require the signature of the Vice President of Financial Administration, or the President's signature in addition to the respective division's Vice President's signature.

**Note:** When doing a budget revision to fund a payroll line you must also fund the associated benefits. Reference the Benefit Percentage Page to calculate the correct amount.

## Form

[Budget Revision Form](#)