
GRAYSON COLLEGE

Budget Adjustment

Budget Year _____

INSTRUCTIONS:

- Use whole dollars only.
- All changes must be from fund-to-fund (i.e., the first 2 digits of the general ledger (GL) account must match the first 2 digits of the GL account to which the funds are being moved).
- Corresponding line by line entries from Decrease and Increase are not necessary.
- Totals for the Decrease and Increase sections **MUST** match.
- Funds **CANNOT** be moved to or from the travel budget without prior approval from supervisor (i.e., Dean, Director, Vice President).
- Submit electronically, if possible.

Decrease			
General Ledger Account	Department Name	Object Code Description	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	TOTAL:	_____

Increase			
General Ledger Account	Department Name	Object Code Description	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	TOTAL:	_____

Reason for Budget Adjustment:

Department Head

Date

Executive Administrator

Date

Business Office

Date