Alfred University
OUTSIDE of ORDINARY

Business Office Use Only
Document # _____

Budget Adjustment Request Form

Date _____ Fiscal Year _____

Department _____ Original Budget ☐ BD 01 - Per 01

Requested By _____ Permanent Adjustment ☐ BD 02 - Per 01

Approved By _____ Temporary Adjustment ☐ BD 04 - Per 01

Fund	Org	Acct	Prog	Current Budget	Add	Subtract	Revised Budget	Description
					0	0	Total	0

Reason for Request

Business Office Use Only

BUDGET OFFICE APPROVAL _____ DATE _____ ENTERED BY _____ DATE _____

All numbers need to be entered into the cells without dollar signs($), decimals(.) and commas(,).
All numbers should be entered as a positive number. Do not put negative numbers in the cells.