



MOREHOUSE COLLEGE

Office of Financial Planning, Analysis and Budgets

BUDGET ADJUSTMENT FORM

Date: _____

Requestor: _____

Department: _____

Phone/Ext: _____

This form is to be used to make line item adjustments (transfers) within a given budget and/or between budgets. Please forward this form completed and signed to your Budget Analyst.

Transfer Funds From:

Fund	Org	Account	Program	Amount
Total				\$

Transfer Funds To:

Fund	Org	Account	Program	Amount
Total				\$

Purpose of Adjustment:

Department Head/Project Director

Budget Analyst

Dean/Vice President

FOR BUDGET OFFICE USE ONLY		
Banner Entry By: _____		JV#: _____
Transaction Date: _____	Effec. Date: _____	JV Total: \$ _____