

## Request for Budget Amendment

Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Info: (email) \_\_\_\_\_ (phone) \_\_\_\_\_

Please amend the budget for department \_\_\_\_\_ for the purpose of

(Please provide full substantiation for this request. Supplemental documentation may be attached if necessary.)

in the amounts and FOAPAL's as follows:

Commodity	Fund	Org	Account	Prog	Activity	Temporary or Permanent?	Amount
						<input type="checkbox"/> Temp <input type="checkbox"/> Perm	\$
						<input type="checkbox"/> Temp <input type="checkbox"/> Perm	\$
						<input type="checkbox"/> Temp <input type="checkbox"/> Perm	\$
						<input checked="" type="checkbox"/> Temp <input checked="" type="checkbox"/> Perm	\$
<b>Total Funding Need:</b>							<b>\$</b>

The source of funding for this request is:

University Funds

Revenue Fund: \_\_\_\_\_ Orgn: \_\_\_\_\_ Acct: \_\_\_\_\_ Prog: \_\_\_\_\_ Activity: \_\_\_\_\_

Other Fund: \_\_\_\_\_ Orgn: \_\_\_\_\_ Acct: \_\_\_\_\_ Prog: \_\_\_\_\_ Activity: \_\_\_\_\_

Please explain why this amendment is necessary and how this amendment supports [Liberty University's Strategic Plan](#).  
(Supplemental documentation may be attached if necessary.)

### Approvals:

Budget Mgr (print) \_\_\_\_\_ (sign) \_\_\_\_\_ (date) \_\_\_\_\_

Dir./Dean/Dept Hd (print) \_\_\_\_\_ (sign) \_\_\_\_\_ (date) \_\_\_\_\_

VP/Div. Leader (print) \_\_\_\_\_ (sign) \_\_\_\_\_ (date) \_\_\_\_\_

Exec. Dir. Budget (print) **Scott M. Spear** (sign) \_\_\_\_\_ (date) \_\_\_\_\_

Exec. VP Finance (print) **Robert L. Ritz** (sign) \_\_\_\_\_ (date) \_\_\_\_\_