

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:

Index	Fund	Org	Account	Prog	Activity	Temporary or Permanent?	Amount
						☐ Temp ☐ Perm	\$
						☐ Temp ☐ Perm	\$
						☐ Temp ☐ Perm	\$
						☒ Temp ☒ Perm	\$
Total Funding Need:							\$

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) _____

VP of Finance (print) Scott Spear (sign) _____ (date) _____

Chief Financial Officer (print) Robert L. Ritz (sign) _____ (date) _____