

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	Orgn	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 type="checkbox"/> Temp <input type="checkbox"/> 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 Manager (print) _____ (sign) _____ (date) _____

Dean/Dept. Head (print) _____ (sign) _____ (date) _____

Division Leader (print) _____ (sign) _____ (date) _____

Budget Director (print) Jennifer O. Rawlings (sign) _____ (date) _____

Chief Financial Officer (print) Don C. Moon (sign) _____ (date) _____