

Pittsburg State University

Budget Adjustment Request Form

Use only for funds 104, 105, and 106.

SEND FORM TO BUDGET OFFICE FOR PROCESSING

Please complete form on line. If you have questions please contact the Budget Office at 4121 or Business Office at 4150.

FOR BUSINESS OFFICE USE ONLY

Entry Number _____

Entry Date _____

Approval _____

TRANSFER FROM:

CREDIT

FUND	OBJECT	UNIT	FY	UNIT NAME	AMOUNT

TRANSFER TO:

DEBIT

FUND	OBJECT	UNIT	FY	UNIT NAME	AMOUNT

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PURPOSE: _____

 VICE-PRESIDENT, DEAN OR DIRECTOR / DATE UNIT AUTHORIZED SIGNATURE / DATE

REVIEWED BY BUDGET OFFICE: _____

DATE

COPIES TO: _____
