

Pittsburg State University

Budget Adjustment Request Form

Use only for funds 104, 105, and 106.

FOR BUSINESS OFFICE USE ONLY

Entry Number	
Entry Date	
Approval	

Please complete Form and send to the Budget Office.

***If you have any questions please contact the Budget Office at x4105
or Business Office at x4150.***

TRANSFER FROM:

CREDIT

FUND	OBJECT	UNIT	FY	UNIT NAME	AMOUNT

TRANSFER TO:

DEBIT

FUND	OBJECT	UNIT	FY	UNIT NAME	AMOUNT

PURPOSE:

VICE-PRESIDENT, DEAN OR DIRECTOR/DATE

UNIT AUTHORIZED SIGNATURE/DATE

REVIEWED BY BUDGET OFFICE: _____

DATE

COPIES TO: _____
