

Budget Amendment Request Instructions

In order to request a budget amendment, you must use the “Budget Amendment Request” form.

Budget Amendments are used to adjust your financial plan from what is currently contained in budget ledger. The primary intended use is to update your budget to recognize new funding that was not previously planned and the planned uses of those funds. Budget Amendments may also be useful for reflecting significant changes to operating plans made by leadership after the initial budget planning period is closed. Budget Amendments are not intended to be used to make minor tweaks to your spending plan, such as small adjustments between O&E accounts. Budget Amendments should not result in, or increase, a planned deficit unless they represent a plan to spend reserves (“roll forwards”).

Debits (+) represent a positive/increase to planned expenditures and a negative/decrease to planned revenue (or resource allocation). Credits (-) represent a positive/increase to planned revenue (or resource allocation) and negative/decrease to planned expenditures.

Budget Amendments do not impact actual funding amounts. To transfer funds please reference the [Funding Transfer Request Form](#) and instructions.

Save the file as a Microsoft Excel Workbook (.xls)

- In the top portion of the form, fill in the following sections:

California Polytechnic State University Budget Amendment Request							
				Prepared By:			NET= 0.00
Request Criteria				Orig Dept:			.CC:
Date	Reference #	Journal Class	Original Journal ID			Via:	
				Description:			

- **Prepared By:** Your name
- **Orig Dept:** Department of person submitting the request
- **CC:** Include any staff member to be copied; please remember to include them in the email request
- **Date:** Current date
- **Description:** Purpose of the transfer

