



# REQUEST FOR BUDGET ENTRY

To Controller's Office Accountant: \_\_\_\_\_

Date: \_\_\_\_\_

From: \_\_\_\_\_

Department: \_\_\_\_\_

UMC: \_\_\_\_\_

Phone: \_\_\_\_\_

Rule Codes:      Permanent Adopted Budget      BD1      \_\_\_\_\_  
                          Permanent Budget Adjustments      BD2      \_\_\_\_\_  
                          Temporary Budget Adjustments      BD4      \_\_\_\_\_

Transaction Date: \_\_\_\_\_ (month you want Budget Entry processed)

Controller's Office Approval: \_\_\_\_\_

TO				DESCRIPTION	AMOUNT	FROM			
DR. INDEX	DR. ACCT.	DR. FUND	DR. ORG.			CR. INDEX	CR. ACCT	CR. FUND	CR. ORG.

**Note:** To use this form, the debit and credit fund numbers must be the same. If they are not, use the funds transfer form.

Explanation for Budget Entry Correction:

*I certify the changes indicated are correct, the costs are allowable and funds are available:*

**Project Leader:** \_\_\_\_\_

**Department Head or Director:** \_\_\_\_\_  
(required if over \$1,000.00 or if 60 or more days have transpired since the original transaction date)