

## OPERATING BUDGET CHANGE APPROVALS

DESCRIPTION: \_\_\_\_\_

*\* Signature required for all reallocations to recurring lines and overall Portfolio budget changes*

<b>ORIGINAL REQUESTOR</b>	
PRINT NAME:	
SIGNATURE:	
TITLE:	DEPT:
DATE:	TELE:

<b>VICE PRESIDENT FOR FINANCE (*)</b>	
<b>REQUESTS \$100,000 AND ABOVE</b>	
PRINT NAME: VIRGINIA C. GREGG	
SIGNATURE:	
TITLE: VICE PRESIDENT FOR FINANCE	
DATE:	

<b>DEANS/DIRECTORS/CHAIRPERSONS (*)</b>	
<b>ALL REQUESTS</b>	
PRINT NAME:	
SIGNATURE:	
TITLE:	
DATE:	

<b>PRESIDENT (*)</b>	
<b>ALL REQUESTS \$150,000 AND ABOVE</b>	
PRINT NAME: SHIRLEY ANN JACKSON	
SIGNATURE:	
TITLE: PRESIDENT	
DATE:	

<b>VICE PRESIDENT/PROVOST (*)</b>	
<b>REQUESTS ABOVE \$50,000</b>	
PRINT NAME:	
SIGNATURE:	
TITLE:	
DATE:	

<b>BOARD OF TRUSTEE: \$1,000,000 AND ABOVE</b>	
PRINT NAME: KENNETH T. LALLY	
SIGNATURE:	
TITLE: SECRETARY OF THE BOARD	
(SECRETARY OF THE INSTITUTE WILL SIGN FOR THE SECRETARY OF THE BOARD)	
DATE:	

<b>BUDGET DIRECTOR: (*)</b>	
<b>\$50,000 AND ABOVE</b>	
PRINT NAME: EILEEN McLOUGHLIN	
SIGNATURE:	
TITLE: BUDGET DIRECTOR	
DATE:	

CONTACT PERSON \_\_\_\_\_  
 TELE: \_\_\_\_\_  
 FAX: \_\_\_\_\_