

RENSELAER POLYTECHNIC INSTITUTE

OPERATING BUDGET CHANGE REQUEST

AN OPERATING BUDGET CHANGE REQUEST FORM IS REQUIRED FOR ALL REQUESTS FOR AN OVERALL BUDGET ALLOCATION INCREASE AND OTHER REALLOCATION/SUBSTITUTION REQUESTS AS INDICATED IN THE BUDGET GUIDELINES

DESCRIPTION/REALLOCATION JUSTIFICATION:

FISCAL YEAR:

(Please discuss impact on achievement of priority or priorities from your Performance Plan, include outcomes anticipated.)

DATE: _____

All proposed reallocations to an operating recurring line requires the approval of the President. All proposed changes to Portfolio overall operating budget requires the approval of the President.
 Questions regarding this process should be directed to the Budget Director EXT 6197.

Please indicate the operating funds to be debited and the operating funds to be credited, including whether the operating funds are recurring or nonrecurring.

Debit: *(If request is for an overall budget change, indicate "Institute" for the debit fund)*

Fund	Orgn.	Acct.	Program	Activity	Amount	Indicate Recurring or Nonrecurring

Credit:

Fund	Orgn.	Acct.	Program	Activity	Amount	Indicate Recurring or Nonrecurring

CONTROL TOTAL

S ADD

Please return this form with the appropriate approvals to the Finance Division.