LANE COMMUNITY COLLEGE
BUDGET CHANGE REQUEST

ADMINISTRATIVE SERVICES

Instructions: See Section A-52 in Business Operations Manual

Example B

Department	Date	Department Budget Change No. (Optional)

New Number Request: If new, list Daily Account No., Budget Account No., and Title (if more than 3, list on back of white form)

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	BUDGET ACCOUNT NUMBER	R*	CURRENT BUDGET	(Whole Dollars Only) ADDITION	REDUCTION	REVISED BUDGET
	3	4	5	7	6	9
	832·109·6200·211301·4171		(33,000)		5,000	(3,000)
	832·109·6200·211301·5203		20,000	3,586		23,586
	832·109·6200·211301·5919		9,000	1614 8a		10,614
	832·109·6200·211301·6222		1,000		738	262
	832·109·6200·211301·6937 *		3,000	538 8e		3,538
	* Indirect is 15% of Salaries & Wages					
	TOTALS		-0-	5,738	5,738	-0-

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* If budget transfer is to be recurring next year, put an "R" in the box.

PURPOSE OF REQUEST

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Approval by Department Head(s) 12	Date 12
Budget Analyst	Date

Budget Office Transfer ID _____ by _____

Form #1002
4/98 P/G: 250.1