

**This new form should be used for ALL Budget Adjustments which will impact the current Fiscal Year's operating budget. Submitting a Budget Adjustment Request doesn't guarantee an approval of funding. Your request will be reviewed; the decision will be communicated to the submitter.**

**Signature required:**

1. Appropriate supervisor (Manager/Dean)
2. Associate Vice President
3. Budget Office
4. Vice President
5. President (if required)
6. \*\* For CAR budget adjustments only – Legal Council (If required)

**Supporting documentation must include:**

For personnel budget adjustments include -

- if a new vacancy, include the name of whose position is being backfilled
- if reassignment, attach approved reassignment request
- if leave, include the name of who is going to be on leave and a copy of approved leave request
- if other, include full description of the request and all approved documentation

For M&S budget adjustment requests include –

- if change in service or activity, include approved supporting documentation
- if change in enrollment, include approved documentation and a report showing an increase in student enrollment
- if program review, include approved supporting documentation
- if change in mandatory expense, include approved supporting documentation and a copy of the mandatory invoice/PO/etc.
- if other, include full approved documentation of the expense