LONGWOOD UNIVERSITY

OFFICE OF ADMINISTRATION & FINANCE

BUDGET REVISION REQUEST FORM

Note: This form should be completed before purchases are made rather than after purchases are completed to cover expenditures.

REQUEST INFORMATION

TRANSFER FROM		TRANSFER TO	
Banner Index		Banner Index	
Banner Account Code		Banner Account Code	
Amount		Amount	

TRANSFER FROM		TRANSFER TO	
Banner Index		Banner Index	
Banner Account Code		Banner Account Code	
Amount		Amount	

TRANSFER FROM		TRANSFER TO	
Banner Index		Banner Index	
Banner Account Code		Banner Account Code	
Amount		Amount	

TRANSFER FROM		TRANSFER TO	
Banner Index		Banner Index	
Banner Account Code		Banner Account Code	
Amount		Amount	

Please provide reasoning for the requested transfer below.

AUTHORIZATION

All signature lines are required for final approval.

Vice President _____ Date _____

VP Admin & Finance _____ Date _____

President _____ Date _____