



Request for Budget Revision

Middle Tennessee State University • Murfreesboro, Tennessee

I. Temporary Revision to Current Year Budget Only

WHOLE DOLLAR AMOUNTS ONLY

A Name of Account	B Index #	C Account Code	D HRS Position	E Change Inc./ (Dec.)

II. Permanent Revision to Base Budget

WHOLE DOLLAR AMOUNTS ONLY

A Name of Account	B Index #	C Account Code	D HRS Position	E Change Inc./ (Dec.)

III. The reasons for requesting this revision are as follows (explain in detail):

IV. Approved

	<u>Box #</u>	<u>Date</u>
Department/Budgetary Head	_____	_____
Dean (if applicable)	_____	_____
Vice President	_____	_____

V. For Budget Office Use Only

Revision No. _____ Reviewed _____ Budget Office _____ Date _____

Instructions for Completing Request for Budget Revision Form

- Section I:** This section is to be completed if you desire to temporarily change this year's budget to reflect current needs.
- Section II:** This section may be completed if you desire this budget revision request to be a permanent change to your base budget. If this is a one-time budget revision request, which only affects this year's budget, do not make any entry in this section.
- Column A:** Type in the name of the account to be revised, i.e., Aerospace
- Column B:** Type in the six-digit index number, i.e., 2-10100
- Column C:** Type in the five-digit account code, which identifies the type of expenditure. For salary budgets, the specific code must be entered, i.e., 61110-administrative, 61210-faculty, 61310-clerical and support staff, 61610- professional support or 61410-student wages. For all other type budget, you must enter the "account code," i.e., 73000-travel, 74000-operating expenses, and 78000-capital outlay (equipment). You may not request revisions to the 62000 control object (employee benefits). The Budget Office maintains these budgets.
- Column D:** If you are requesting a revision to a salary budget (account codes 61110, 61210, 61310, or 61410) you must enter the six-digit position number you want revised. This number can be found on the monthly Salary Budget Report (NZRBUDG). Leave the column blank if you are revising account codes 73000, 74000, 79000 or 78000.
- Column E:** Enter the even dollar amount by which you wish to increase the budget for this index and account code. If you wish to decrease the budget, put parentheses around the amount, i.e., 3,000-increase, (3,000)-decrease.
- Section III:** Provide a brief explanation indicating why this request should be approved. Do not leave this space blank. If more space is required, please summarize the reason in this space and attach a more detailed explanation.
- After completing the above sections, the department should keep one copy and route one signed copy for approving signatures. An electronic copy will be returned after it has been entered.
- Section IV:** Each of the applicable authorities should sign, include MTSU email, and date the signature to indicate approval of the revision.
- Section V:** The Budget Office will review the request for compliance to budgeting policy and procedures (MTSU POLICY NO. 616) and if approved will enter the revision into the administrative computing system.

Copies of the approved revision will be emailed to the Vice President, Dean and the Department or Budgetary Head.