



**Request to Change Budget**  
County Extension Council

Describe reason for Budget entry (*Change affects two line items*):

Class Name/Code				
Transaction Type	Budget		Transaction Type	Budget
Account Number			Account Number	
Account Name			Account Name	
Original Amount			Original Amount	
Revised Amount			Revised Amount	
Change (+ or -)			Change (+ or -)	
Date of Change				

Approval:

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_