

FY \_\_\_\_\_ Budget Amendment Request

Department #  
(Acct String): \_\_\_\_\_

example: 10000-1234567-11100-11000  
fund - dept - program - class

Dept/Acct Name: \_\_\_\_\_

example: Computer Science

Check One: \_\_\_\_\_ Permanent \_\_\_\_\_ One Time

CURRENT BUDGET

REQUESTED  
ADJUSTMENTS  
+ OR (-)

REVISED BUDGET

**500000 PERSONAL SERVICES**

**511000 Regular Faculty**

Name ( \_\_\_\_\_ ) Amount ( \_\_\_\_\_ )

Name ( \_\_\_\_\_ ) Amount ( \_\_\_\_\_ )

**512000 Part-time Faculty**

**513000 Summer Faculty**

**514000 Faculty Overload (new # for FY21)**

**516000 Extra Compensation- Faculty**

**521000 Professional & Administrative**

Name ( \_\_\_\_\_ ) Amount ( \_\_\_\_\_ )

**522000 Staff (benefited positions only)**

Name ( \_\_\_\_\_ ) Amount ( \_\_\_\_\_ )

**524000 Graduate Assistants**

**524000 Student Assistants**

**525000 Casual Labor (non-benefited, temporary staff)**

**526000 Extra Compensation- Staff**

**5 \_\_\_\_\_ Other (enter acct)**

**5 \_\_\_\_\_ Other (enter acct)**

**Fringe Benefits (Estimated 38%):**

**551100 FICA Employer (6.20%)**

**551200 FICA Medicare (1.45%)**

**552000 State Teachers Retirement (19.81%)**

**553000 Group Health & Life Ins (est 10.54%)**

**TOTAL PERSONAL SERVICES:**

CURRENT BUDGET

REQUESTED  
ADJUSTMENTS  
+ OR (-)

REVISED BUDGET

Non-Personal Services:

600000	<u>TRAVEL</u>			
700000	<u>OPERATING SUPPLIES AND EXPENSES</u>			
800000	<u>EQUIPMENT</u> <i>(greater than \$5,000 per item)</i>			
<b>GRAND TOTAL:</b>				

**Expenditures in excess of current budget should not be initiated until this amendment is approved.**

I will comply with the above line-item breakdown if the amendment is approved.

**Requested by:** \_\_\_\_\_  
 Department Head or Budget Manager / Date

Email Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Approved: \_\_\_\_\_  
 Dean of College or Next Level Supv. / Date

Approved: \_\_\_\_\_  
 Provost or Vice President / Date

**DESCRIPTION/COMMENTS: (Must be detailed)**