

Middle Georgia State University
Budget Amendment Request Form

Requester's Name: Today's Date:

Budget Manager's Name (if different than above):

Email: Phone:

Amendment Within Department

Department:

Amount (rounded to the nearest dollar):

FROM account: TO account:

Amount (rounded to the nearest dollar):

FROM account: TO account:

Amount (rounded to the nearest dollar):

FROM account: TO account:

Amendment Between Departments

FROM dept: TO dept:

Amount (rounded to the nearest dollar):

FROM account: TO account:

FROM dept: TO dept:

Amount (rounded to the nearest dollar):

FROM account: TO account: