TOMPKINS CORTLAND COMMUNITY COLLEGE

REQUEST TO MODIFY BUDGET

FROM:
DATE:

I request that the following budget transfer(s) be made.

DECREASE the budget in the following accounts:

Department #	Object #	Current Year Budget $$	DECREASE	Modified Budget
			( )	
			( )	
			( )	
			( )	
			( )	
			( )	
			( )	
			( )	
			( )	
			( )	
			( )	
		TOTAL **	(0)	

INCREASE the budget in the following accounts:

Department #	Line or Object #	Current Year Budget $$	Requested INCREASE	Modified Budget
		TOTAL **	0	

Explanation of Proposed Changes: _____

Routing and Approvals:

_____
Budget Manager Approval / Date

_____
Division Dean or President / Date

Business Office Use Only	
Input By:	
Date:	
Updated by SGD 3/21/07	

** **If total modification is over $5,000 and/or between functions (100's to 400's, etc..), Presidents signature is required**

Revised 03/07
Budget & Finance

This form can be found at: www.tc3.edu/faculty/forms.asp