





**BUDGET CHANGE REQUEST**

Effective Date: 8/1/2018

EMPLOYEE: Doe, John

Reason: NEW CUSTODIAN (NOT BUDGETED)

CC From: \_\_\_\_\_  
CC To: \_\_\_\_\_

INCREASE GL: \_\_\_\_\_  
Amount: 0

DECREASE GL: \_\_\_\_\_  
Amount: 0

1	0	0.00	0.00	0.00	0.00
2	0.00	0.00	0.00	0.00	0.00
Benefit	MS	MS	MS	MS	MS
OSI	210	220	230	240	250

INCREASE GL: 11-0-0000-117-0000-0000-0-0000-0000  
Amount: 12,200.00

DECREASE GL: \_\_\_\_\_  
Amount: 0

1	12,200.00	0.00	0.00	0.00	0.00
2	0.00	0.00	0.00	0.00	0.00
Benefit	MS	MS	MS	MS	MS
OSI	210	220	230	240	250

Payroll Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
CEO Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

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**QUESTIONS**

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