

BUDGET REALLOCATION

TO: Office of Planning and Budgets
 Room 321 Administration Bldg.
 Phone: 5-9271

JVE No. _____
(for Accounting use only)

REALLOCATION REQUEST

In the space provided below, provide a brief statement of the intended use or purpose of the reallocation. If required by Section 12 of the Manual of Business Procedures, attach a letter of justification and support rationale.

Provide Department Name, Common Unit Code, Account Number and Amount for each entry
(Shaded areas for Accounting Department use only)

	Department Name	Common Unit Code	Acctg. T.C.	Account No.	Amount	X
Debit						
Credit						

Description to be put on Ledger

_____ Date _____ Authorized Signature _____ Phone _____

_____ Date _____ Budget Office Approval _____

CC:

- Routing:** 1. Send the original and first copy to the Office of Planning and Budget.
 2. Retain the green copy for your records.