

Budget Adjustment Request Form



_____ Date _____ Department _____ Requested By _____

Budget adjustments are for unplanned emergency expenses that fall outside the appropriated budget. Adjustments can be made to the budget by using unencumbered balance from another account, excess expense funds within the same fund, by unanticipated revenues, or by contingency. Submitting a request does not automatically ensure that your budget will be increased. Each submission is reviewed on a case-by-case basis by Commission, Budget Department, and Auditor's Office. All lines must be completed in order to be considered.

Added to Account #: _____ Amount of Request: \$ _____

Funded From:

Expenditure # _____

Prior Year Source (Provide Explanation below)

Unanticipated Revenue # _____

Contingency

Reason for Request/Explanation:

I certify that the item(s) listed above is/are appropriate and necessary for the operation of this office/department and that there are sufficient funds to cover the requested cost.

Signature of Requester: _____ Date: _____

CERTIFICATION OF BUDGET DEPARTMENT & AUDITOR

I certify that the budget transfer request is within the purpose of the appropriation to which it is to be charged and that there is an unencumbered balance of anticipated revenue appropriated for payment of same.

_____ Budget Officer Certification _____ Date _____ Auditor Certification _____ Date _____

APPROVAL OF GREENE COUNTY COMMISSION

Date _____

_____ Presiding Commissioner _____ Commissioner 1st District _____ Commissioner 2nd District _____