

## Instructions for Budget Modification Request

1. Use this form to move budget funds between accounts to cover negative balances, new purchases, and other costs.
2. If request is to add a new budget account, please mark X in column 1.
3. For each account being modified, all information must be completed on each line. If modifying salary budget accounts, make sure to modify the corresponding benefit accounts.
4. The amounts in the increase and decrease columns must equal.
5. The Explanation of Budget Modification section must be completed or the form will be returned.
6. The Dean or Manager of the area/department must sign the approval line.
7. Dean or Manager forwards approved form to [ARCBudgetEntry email](#).