

UNIVERSITY OF ALASKA ANCHORAGE
Request for Budget Revision

Date: _____

INCREASE:

Department: _____

Org	Account	Fund	Position	Amount

Total Increase _____

DECREASE:

Department: _____

Org	Account	Fund	Position	Amount

Total Decrease _____

EXPLANATION/REASON FOR REVISION:

Is this a permanent transfer?

_____ Yes (Affects current fiscal year and beyond)
 _____ No (Affects current fiscal year only)

Notes:

1. Transfers involving permanent positions must have position control number included.
2. Be sure to account for appropriate staff benefit costs when transferring personal services.
3. Include complete and explicit explanations and justifications as to why the transfer is being requested and why funds are available. If increase to revenue is requested, how was the additional revenue generated?
4. Increases and decreases must balance.

 Authorized Signature

 Chancellor or Vice Chancellor