

Mercer University - REQUEST FOR BUDGET ADJUSTMENT

Name of Budget Unit:

Budget & Analysis 5/2009

Accounts to be Increased:	Account Number	Subcode	Amount
Salaries (monthly)		1050	
Student Wages		1600	
Salaries (biweekly)		1800	
Benefits		2000	
Supplies		3000	
Contracted Services		3400	
Travel		4000	
Equipment		5000	
Other (specify subcode)			
Other (specify subcode)			
Total increase in line items			

Accounts to be Decreased:	Account Number	Subcode	Amount
Salaries (monthly)		1050	
Student Wages		1600	
Salaries (biweekly)		1800	
Benefits		2000	
Supplies		3000	
Contracted Services		3400	
Travel		4000	
Equipment		5000	
Other (specify subcode)			
Other (specify subcode)			
Total decrease in line items			

Explanation:

PRESIDENT	Requested - Department Head	Date
	Recommended - Dean or Administrative Office	Date
	Reviewed - Office of Budget & Analysis	Date
	Reviewed - Associate VP for Personnel	Date
	Approved - Provost	Date
	Approved - Executive VP for Administration & Finance	Date

Please submit one signed copy

Budget Adjustment No:

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