

## BUDGET REVISION REQUEST PROCEDURES

**Document Number:** Obtain a document number before completing the Budget Revision Request form. Document numbers may be obtained by contacting Stores at 859-257-6116. If you obtain a block of numbers, do not exceed the block of numbers you are assigned to avoid duplications.

**Procedures for Processing:** (AR II-1.5-1)

1. Complete the form including all requested information.
2. Obtain the recommendation of the appropriate dean, director, or president of LCC and the provost/vice president. The signature authority should reside with the provost/vice president requesting a change of expenditure authority.
3. The form will be reviewed by the Budget Director and submitted by the Vice President for Planning Budget and Policy Analysis for the Board of Trustees approval, if necessary.
4. After approval by the Board of Trustees, the form will be signed by the Vice President for OPBPA and forwarded to the Office of the Controller and Treasurer for implementation.

**Printing:** **The Budget Revision Form MUST BE printed on Carbonless, Reverse, Pre-collated paper.** This paper is available through:

UK Stores Department  
Phone: 257-6116  
Fax: 257-2494  
Requisition Fax: 323-1054

**7531-1240 Paper, 8.5 x 11, Carbonless, G/P/C/W, 4 part, Reverse, Pre-collated, 5000/cs**

**Questions:** Please contact Roxanne McLetchie ([roxanne@email.uky.edu](mailto:roxanne@email.uky.edu)) or Debi Hancock ([dhancoc@email.uky.edu](mailto:dhancoc@email.uky.edu)) if you have any questions.