

**BRR**

(Document Number)

**BUDGET REVISION REQUEST**

To: Office of Planning, Budget, and Policy Analysis

From: \_\_\_\_\_  
(Name) (Telephone)

The requested expenditure adjustment(s) shown below are based on revised income estimates for:

Account Title \_\_\_\_\_ Department Number \_\_\_\_\_  
Corp \_\_\_\_\_ Fund \_\_\_\_\_ Department Name \_\_\_\_\_

**REVENUE**

Account No.	Revenue Subcode	User Code	Current	Revised	Amount of Change
_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____	\$ _____

**EXPENDITURE**

Account Number	PCS	Object Code	Position No.	User Code	Current	Revised	Amount of Change
_____	_____	_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	_____	\$ _____	\$ _____	\$ _____

\_\_\_\_\_  
Dean/Director/President LCC

\_\_\_\_\_  
Vice President/Provost

RECURRING  NONRECURRING

**Explanation (Programmatic impact of expenditure change; basis for revenue estimate). Attach additional pages, if needed.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**-----For Planning, Budget and Policy Analysis Office Use Only-----**

To: \_\_\_\_\_  
The above request will be submitted to the Board of Trustees at their meeting on \_\_\_\_\_

To Controller:  
The above request was approved by the Board of Trustees on \_\_\_\_\_ and is transmitted to you for implementation.

\_\_\_\_\_  
Budget Director

\_\_\_\_\_  
Vice President for Planning, Budget & Policy Analysis

Date Revised 4/04