

Panola College

Budget Revision Request Form*

Requesting Department

Date Prepared

Change Number	Full Account Number fund-department-site-object	Account Description	Revised Budget Amount	(whole dollars only)		Newly Revised Budget Amount
				Addition	(Reduction)	
1						
2						
3						
4						
5						
6						
7						
TOTALS						
			A	B	(B)	A

Purpose of Request
(please refer to change # above)

Note that the "A" columns should be equal when done.

Department Authorization

Co-Authorization by Other Department Affected *(if any)*

Vice President over Department

Fiscal Affairs *(VP or Controller)*

*requests for budget transfers to salary and/or benefits are not permitted on this form