

## Western New England College Budget Adjustment and Transfer Request Form

This form is to be used for requesting budget adjustments or transfers between accounts. All requested budget adjustments and transfers on this form will apply to the current fiscal year only. All permanent adjustments should be made when planning for the next fiscal year's budget. It is important that all invoices are in the correct department as well as allocated to the proper account number. Please choose which type(s) of transaction(s) you are requesting and complete the appropriate section(s).

**Budget Adjustment** This request is for changing the funding of your account(s). All budget increases and decreases must net to zero. Justification of request is required. (Note: Budget adjustments are for regular departmental accounts only. All other adjustments must use the transfer section.)

Account Number	Description	Increase Amount	Decrease Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Transfer** This request is to move or re-allocate an invoice or internal charge to a different account number. Supporting documentation (copy of invoice) and justification of request are both required.

Current Account # (Transfer from)	New Account # (Transfer to)	Amount of Transfer	Vendor Name/ Description
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Justification for request** (attach documentation if necessary): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

\*Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

All budget adjustments and transfer requests must be approved by the department's budget supervisor.

\* For requests between more than one department, approval is required from each department.

Please submit completed form to: Rosanne Mastrangelo, Controller's Office

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 For Controller's Office Use Only:

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Entered By: \_\_\_\_\_ Date: \_\_\_\_\_