CAL POLY Administration & Finance University Budget & Fiscal Planning

Budget Amendment Request Instructions

In order to request a budget amendment, you must use the "Budget Amendment Request" form.

Budget Amendments are used to adjust your financial plan from what is currently contained in budget ledger. The primary intended use is to update your budget to recognize new funding that was not previously planned and the planned uses of those funds. Budget Amendments may also be useful for reflecting significant changes to operating plans made by leadership after the initial budget planning period is closed. Budget Amendments are not intended to be used to make minor tweaks to your spending plan, such as small adjustments between O&E accounts. Budget Amendments should not result in, or increase, a planned deficit unless they represent a plan to spend reserves ("roll forwards").

Debits (+) represent a positive/increase to planned expenditures and a negative/decrease to planned revenue (or resource allocation). Credits (-) represent a positive/increase to planned revenue (or resource allocation) and negative/decrease to planned expenditures.

Budget Amendments do not impact actual funding amounts. To transfer funds please reference the <u>Funding</u> <u>Transfer Request Form</u> and instructions.

Save the file as a Microsoft Excel Workbook (.xls)

•	In the top	portion c	of the f	form,	fill in	the	following	sections:
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California Polytechnic State University Budget Amendment Request										
	Prepared By:								NET=	0.00
	Request Criteria			Orig Dept:			.00	:		
Date	Reference #	Journal Class	Original Journal ID							
				Description:						

- **Prepared By**: Your name
- Orig Dept: Department of person submitting the request
- CC: Include any staff member to be copied; please remember to include them in the email request
- Date: Current date
- **Description**: Purpose of the transfer

California Polytechnic State University Budget Amendment Request												
					Prepared By:						NET=	0.00
Request Criteria			Orig Dept:				:CC:					
Date	Reference #	Journal Class		iginal mal ID				Via:				
					Description:							
Account	Fund	DeptId	Program	Class	Project	Accounting Use	Line Desc	Accounting Use Only				Amount
											_	

- Required Chartfields are Account, Fund and DeptId. Use Program, Project and Class as needed.
 - Account use the expense accounts that you want to transfer planned budget from and to.
 - Program Code use of program code on a budget amendment is allowed only if the use of the funds meets the criteria and you must include the program code on both sides of the transfer.
- Line Desc should support purpose of the transfer; please refrain from using commas and limit to 30 characters.

Email the completed Budget Amendment form to budgettransfers@calpoly.edu