**BUDGET AMENDMENT FORM**

**Budget Year**: ………………… **Contact of Requesting Office**r: …**…………………………**

1. **Details of Requesting Unit**

**Name of the Unit**:

**College/Faculty/School/Directorate**:

1. **Type of Amendment (Tick the appropriate box)**

 Virement - To move budget within the approved figures of the Unit.

 Supplementary Budget - To create new budget to cover new revenue.

Adjustment – To make correction(s) to the approved budget.

Emergency – To draw from contingency.

**Reason(s) for the Amendment:**

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1. **Cost Centres (CC) and Accounts for the Budget Amendment (Consult Budget Office)**

**Funds From: Funds To:**

1. **Cycle:...CC Code……….**……**A/C Code**:……………. **CC Code:………. A/C Code:……………Amount:………………**  **JV#.....................**
2. **Cycle:...CC Code…………**….**A/C Code:……….. CC Code:……… A/C Code: …………. Amount ……………… JV#......................**
3. **Cycle:….CC Code…………. A/C Code:….………. CC Code………… A/C Code:………….. Amount:……………….. JV#......................**
4. **Cycle:….CC Code…………. A/C Code:….………. CC Code………… A/C Code:………….. Amount:……………….. JV#......................**
5. **Cycle:….CC Code…………. A/C Code:….………. CC Code………… A/C Code:………….. Amount:……………….. JV#......................**
6. **Cycle:….CC Code…………. A/C Code:….………. CC Code………… A/C Code:………….. Amount:……………….. JV#......................**
7. **Cycle:….CC Code…………. A/C Code:….………. CC Code………… A/C Code:………….. Amount:……………….. JV#......................**
8. **Cycle:….CC Code…………. A/C Code:….………. CC Code………… A/C Code:………….. Amount:……………….. JV#......................**
9. **Cycle:….CC Code…………. A/C Code:….………. CC Code………… A/C Code:………….. Amount:……………….. JV#......................**
10. **Cycle:….CC Code…………. A/C Code:….………. CC Code………… A/C Code:………….. Amount:……………….. JV#......................**
11. **Cycle:….CC Code…………. A/C Code:….………. CC Code………… A/C Code:………….. Amount:……………….. JV#......................**
12. **Cycle:….CC Code…………. A/C Code:….………. CC Code………… A/C Code:………….. Amount:……………….. JV#......................**

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 **Name Signature Date**

Requested by:……………………………………………….. ……………………………………………… ………………………………..

Authorised by:……………………………………………… ……………………………………………... …………………………………

Approved by:………………………………………………… ……………………………………………… …………………………………