

## BUDGET AMENDMENT FORM

Budget Year: .....

Contact of Requesting Officer: .....

**A. Details of Requesting Unit**

Name of the Unit:

College/Faculty/School/Directorate:

**B. 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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**C. 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#..... |

**Name**

**Signature**

**Date**

Requested by:.....

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Authorised by:.....

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Approved by:.....

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