INSTRUCTIONS:

- Submit to the Treasurer's Office - Budgets.
- Place Document Total on the appropriate line. This is the total of the transfer from (-) and transfer to (+) amounts.
- If a permanent adjustment check appropriate box. A permanent adjustment not only transfers funds in the current fiscal year, but also will cause the transfer to be reflected on the next year's original budget department sheets.
- All budget adjustments with Document Total over $10,000.00 must have Executive approval.
- All payroll budget adjustments must have Executive approval before being submitted to the Assistant Director of Payroll for approval.
- All grant budget adjustments must have the approval of the Grants Accountant

SAINT JOSEPH'S UNIVERSITY
Request for Budgetary Adjustment

Date: _____

Check for Permanent Adjustment ☐

Document Total: _____

Journal Type: _____

Budget Period: _____

Document No.: _____

FOR TREASURER'S OFFICE USE ONLY

Budget Number	Transfer From Amount (–)		Transfer To Amount (+)	
Total:				

Reason for Request: _____

_____

Budget Administrator: _____

Executive Officer: _____

Assistant Director of Payroll: _____

Internal Document No. _____ Grants Accountant: _____

Approved by Treasurer's Office: _____

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