Florida Atlantic University

Auxiliary Special Budget Request Form Instructions

University Budget Office

FY 2012 - 13

**Purpose:** this form is used for a department to request change on an Auxiliary Operating Budget.

**Positive Cash/Fund Balance Required:** the department should make sure there are sufficient funds to support the budget change request before submitting the form to the Budget Office.

**Instructions:**

1. Enter the current fiscal year
2. Provide all information listed in Account Information Section
3. Enter the budget amount to increase or decrease into appropriate line and column
4. The total will be automatically calculated
5. Provide detail explanation of the budget change

**Approval:**

The Request Form must be approved and signed by the responsible area budget manager. If the request amount is over $5,000 and/or requires an increase line position, it must be approved and signed by the responsible Vice President or Dean.