

**THE UNIVERSITY OF AKRON
BUDGET AMENDMENT ("BA") REQUEST FORM**

TO: **RESOURCE ANALYSIS AND BUDGET (ZIP +6202)**
Administrative Services Building (ASB)

FROM:

DATE:

2023-2024
(Fiscal Year)

<i>FROM</i>							
	Workday Driver Worktag	Class Worktag	Fund Worktag	Function Worktag	Department Name	Ledger Account	Amount
1.							
2.							
3.							
4.							
5.							
6.							
7.							
						Total	

<i>TO</i>							
	Workday Driver Worktag	Worktag Class	Worktag Fund	Worktag Function	Department Name	Ledger Account	Amount
1.							
2.							
3.							
4.							
5.							
6.							
7.							
						Total	

INSTRUCTIONS:

- To be used for temporary budget revisions within a particular class.

EXPLANATION:

REQUESTED BY: _____ **DATE:** _____
(Director/Dept. Head)

APPROVED BY: _____ **DATE:** _____
(if applicable) (VP/Dean)

Budget Office Entry #: <i>(Budget Office Use only)</i>

cc.