

# REQUEST TO CHANGE FUNDING INFORMATION

Request Date: \_\_\_\_\_

Requestor's Department \_\_\_\_\_

Requestor's Name \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

This a Request to change:

**Requisition No.** \_\_\_\_\_ Date: \_\_\_\_\_ Est. Dollars \_\_\_\_\_

**Purchase Order No.** \_\_\_\_\_ Date: \_\_\_\_\_ Est. Dollars \_\_\_\_\_

**Voucher(s) No.** \_\_\_\_\_ Date: \_\_\_\_\_ Est. Dollars \_\_\_\_\_

Vendor: \_\_\_\_\_

Reason for Change (attach separate sheet or document on e-mail if necessary): \_\_\_\_\_

Current Distribution: \*(Use Continuation Sheet, Page 2 if necessary):

LINE	DESCRIPTION	ACCT	FUND	DEPT	PROG	CLASS	PROJ	\$AMT
<b>NEW TOTAL \$</b>								

Change Distribution to: \*(Use Continuation Sheet, Page 2 if necessary):

LINE	DESCRIPTION	ACCT	FUND	DEPT	PROG	CLASS	PROJ	\$AMT
<b>NEW TOTAL \$</b>								

**Internal Use Only:**

Procurement CFS/ Authority Approval: \_\_\_\_\_

Routing:

( ) Procurement: \_\_\_\_\_

Date completed: \_\_\_\_\_

( ) Budget (Required got Prior Year Changes): \_\_\_\_\_

Date completed: \_\_\_\_\_

( ) Accounts Payable: \_\_\_\_\_

Date completed: \_\_\_\_\_

( ) UFS General Ledger: \_\_\_\_\_

Date completed: \_\_\_\_\_

Comments \_\_\_\_\_