

Budget Adjustment Justification Form

- To increase budget in a particular department

Budget Adjustments - A *Budget Adjustment* is a permanent budget increase or decrease to a departmental budget. Budget Adjustments require approval and signature by one of the following individuals: the **President or the CFO**.

Prior to signing the form, please meet with the budget analyst to discuss the specific needs in your department and how this budget adjustment aligns with the University's Strategic Priorities. Budget Managers are not authorized to over-expend their budget and send in a budget adjustment due to over expending. Adjustments are seldom permitted to cover budget shortfalls. The person having budget authority over the account fills out the form below. Completed forms should be submitted to budget@stmartin.edu



Saint Martin's
UNIVERSITY

University Budget Adjustment Form

Increase funds in the below account:

(xx-xx-xxxx-xxxx)

By an Amount \$\$ of:

\$
\$

Total Account Budget after Increase:

Budget Manager Signature:

Date:

Cabinet Member Signature:

Date:

President or CFO Approval Signature:

Date:

Please also clearly document the purpose for the adjustment:
