

COLLIN COUNTY COMMUNITY COLLEGE DISTRICT

BUD (2)

BUDGET ADJUSTMENT

(1)

BA ####

FROM (CR)		TO (DR)	
COST CENTER	ACCOUNT	COST CENTER	ACCOUNT
<u>(3)</u>	<u>(4)</u>	<u>(4)</u>	<u>(4)</u>
JUSTIFICATION: <u>(5)</u>			
JUSTIFICATION:			
JUSTIFICATION:			
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JUSTIFICATION:			
JUSTIFICATION:			
JUSTIFICATION:			
JUSTIFICATION:			
APPROVALS: <u>(6)</u>			
COST CENTER MANAGER		BUSINESS OFFICE	
DATE		DATE	

DISTRIBUTION: WHITE/YELLOW - BUSINESS OFFICE PINK - COST CENTER MANAGER

- (1) Date the budget adjustment is written
- (2) Appears in the batch reference column on the monthly budget reports
- (3) Ten digit account number where the money is being transferred from
- (4) Ten digit account number where the money is being transferred to
- (5) Brief description of the purpose of moving the funds (check request or requisition numbers should be included on this line when applicable)
- (6) Signature of the cost center manager