



ROLLINS COLLEGE
 FINANCE OFFICE BUDGET REALLOCATION FORM
 Request for Budget Reallocation

Date

Budget Year

Department

Prepared by

Telephone ext.

Approved by

Explanation

Finance Department Approval	
Base Budget Adjustment	Temporary Budget Adjustment

USE WHOLE NUMBERS ONLY

	FUND	ORG	ACCT		PRESENT BUDGET	INCREASE +	DECREASE -	REVISED BUDGET
1				1				
2				2				
3				3				
4				4				
5				5				
6				6				
7				7				
8				8				
TOTALS								

Note:
 This form is to be used for budget reallocations only. Reclassifications of actual amounts received or paid should be done on a Journal Entry Form.