

## BUDGET INCREASE REQUESTS FOR UNIVERSITY RESTRICTED FUNDS

University restricted funds regularly receive checks from outside sources. In order to utilize these funds, there are several things that need to take place.

Any payments from outside sources must be deposited with the Cashier's Office. A copy of the receipt needs to be retained for submission to Grants & Contracts Accounting. Receipt should be attached to the Memo requesting the budget increase. All requests must include the full FOAP for each budget category (detailed account codes must be utilized, not pool account codes). The Memo must be signed by the budget manager for the fund.

**\*\*If you are unsure of your Banner Revenue FOAP, please contact your college's Grants & Contracts Accountant.**

**\*\*Multiple deposits CAN be included on the same request, but all miscellaneous deposit receipts from the cashier's must be included in order for the budget increases to be processed.**

**\*\*Totals for "Banner Revenue FOAP", "Banner Expense FOAP", and "Deposit Amount" must all be the same.**