



COMPTROLLER'S OFFICE

University Restricted Fund (URF) Budget Setup and Adjustment Form

This form is used to allocate budget for funds deposited at the cashier's window. All fields must be completed and copies of receipts attached. The Total Receipt Data Amount and the Total Expense Pool Accounts Amount must equal when a budget is being set up or increased. If adjustments are being made from one pool account to another the increase and decrease amounts must equal.

Department \_\_\_\_\_

URF Fund Title \_\_\_\_\_

URF Fund-Org-Prog Codes \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Table with 3 columns: Date, Number, Amount. Includes a Total row.

Table with 4 columns: Expense Pool Account, Expense Pool Account Description, Increase Amount (+), Decrease Amount (-). Lists various expense categories like Salaries & Wages, Student Wages, etc.

Comments

Requested by:

Budget Mgr's Name (Print) \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Budget Mgr's Signature \_\_\_\_\_ Date \_\_\_\_\_

Approval required if total adjustment is \$2,000 or greater.

Unit VP's Name (print) \_\_\_\_\_

Unit VP's Signature \_\_\_\_\_ Date \_\_\_\_\_