

Student Government Accounting Office (SGAO)

BUDGET REVISION

Instructions: Complete, sign, and return this form to the SGAO office (SUB 1018).

All requested changes must be approved by ASUNM and/or GPSA prior to incurring any expense. Any expenses incurred that do not correspond to the details of your pre-approved budget/appropriation will be solely the responsibility of the organization.

Date: ___/___/___ # _____

Account Name: _____ Index: 670 - _____

Contact Person: _____ Daytime Phone: _____ Email Address: _____

Source of Funding (check one): ASUNM GPSA Purpose (check one): Redefine Reallocate

ACCOUNT CODE	DESCRIPTION	CURRENT BALANCE			NEW BALANCE
		BALANCE	INCREASE	DECREASE	BALANCE
3100	Office Supplies				
3110	Subscriptions / Educational Materials				
3140/50	Computer Costs				
3180/89	Non-Capital Equipment or Computer				
31B0	Refreshments				
31C0	Dues and Fees				
31K0	Postage				
37Y0	Other Supply Costs				
4080	Travel				
63B0	Rentals				
63C0	Copying Services				
63E0	Honorarium				
69Y0	Advertising				
69Z0	Professional Services				
7060	Facility/Space Rentals				
70D0	Equipment Repair/Maintenance				
8060	General Operating				
	TOTAL REVISION				

(Round down "Increases/Decreases" to the nearest whole dollar)

Detailed Purpose for Change: (Attach additional sheets if necessary)

Authorized Signer

Authorized Signer

Office Use Only **APPROVED** **DENIED** _____ / / _____
Student Government Representative Date