How to complete the Budget Revision Form

(Budget Revisions should be submitted to the SGAO and approved by the respective Finance Committee before any purchases are made)

**Organization:** The complete name of your organization. (Please do not use acronyms)

**Account #:** The 6-digit code designation of your organization. (ex. 670-000)

**Date:** The date you are submitting this form.

**Contact Person:** Person whom we may contact in case we have any questions, and the **Daytime Phone #**, and/or **E-mail** of that person we may contact during the business hours of 8am to 5pm.

**Source of funding (Check one)**
- ASUNM (Associated Students of the University of New Mexico)
- GPSA (Graduate and Professional Students Association)

If your organization receives both ASUNM & GPSA funds, please complete a separate Budget Revision for each source of funding.

**FUNCTIONS OF THE BUDGET REVISION**

There are 2 functions that the Budget Revision may serve: **Redefine** or **Reallocation.** Please check one of the following.

**REDEFINE:** When your organization does not need to reallocate funds from one account code to another, but wishes to redefine the current budget listed. When submitting a request to redefine your budget, you may not be required to complete the reallocation grid.

For example your current budget may read:

“**69Z0- Professional Services**- To place advertisements at the Daily Lobo. Two 1/20- page ads at $34.00 each = $68.00”

Your organization may no longer wish to place ads at the Daily Lobo, but would like to use those funds to have a banner professionally made at Fast Signs. In order to do this, your organization would need to redefine your budget so that the **Detailed Purpose of Revision** should read:

“Redefine the use of account code 69Z0 Professional Service from purchasing Two 1/20 page ads at $68.00 to be used to have a banner professionally made to advertise organization events: 2 banners professionally made from Fast Signs for $68.00”

**REALLOCATION:** When your organization wishes to reallocate funds from one sub-code to another. When submitting a request to reallocate, you will need to complete both the reallocation grid and **Detailed Purpose of Revision.**

For example your organization may have a current balance of $100.35 in account code 31K0 Postage, and wishes to reallocate funds to be used to increase account code 63C0 Copying Services. (which has a current balance of $25.83) This reallocation will be used to open a master account with UNM Digital Printing to use to make copies for meeting agendas and handouts.

Please round down Increases/Decreases to the nearest whole dollar. (Do not use cents.)

<table>
<thead>
<tr>
<th>Account code</th>
<th>Description</th>
<th>Current Balance</th>
<th>Increase</th>
<th>Decrease</th>
<th>New Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>31K0</td>
<td>Postage</td>
<td>$100.35</td>
<td>-</td>
<td>$100.00</td>
<td>$0.35</td>
</tr>
<tr>
<td>63C0</td>
<td>Copying Services</td>
<td>$25.83</td>
<td>$100.00</td>
<td>-</td>
<td>$125.83</td>
</tr>
</tbody>
</table>

The **Detailed Purpose of Revision** should read: “To reallocate funds from account code 31K0 Postage to account code 63C0 Copying Services to be used to open a master account with UNM Digital Printing so that the organization can make copies for meeting agendas and handouts.”

**Authorized Signatures:** Signatures of 2 individuals located on your organization’s Signature Authorization Form.