

How to Complete the Budget Revision Form

Budget Revisions should be submitted to the SGAO and approved by the respective Finance Committee **prior** to making any purchases.

Account Name: The complete name of your organization. (Do not use acronyms).

Index #: The 6-digit SGAO code assigned to your organization. (ex. 670-000)

Contact Person: Person we may contact with questions, **daytime phone #**, and **e-mail**.

Source of Funding: ASUNM or GPSA. Please check one.

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

FUNCTIONS OF THE BUDGET REVISION

Budget Revision serves two functions: **Redefine** or **Reallocation**. Please check one.

REDEFINE: When your organization **does not** need to reallocate funds from one account code to another but wishes to redefine the current budget listed.

- *For example your current budget may read:*

69Z0- Professional Services- To place advertisements at the Daily Lobo.

Your organization may no longer wish to place ads at the Daily Lobo but would like to use those funds to place ads on Facebook. In order to do this, your organization would need to **redefine** your budget so that the **Detailed Purpose for Change** should read:

“Redefine the use of account code 69Z0 Professional Services from purchasing ads in the Daily Lobo to ads on Facebook to advertise organization events.

REALLOCATION: When your organization wishes to reallocate funds from one account code to another. Complete **both** the reallocation grid and **Detailed Purpose for Change**.

- For example, in account code 31K0 Postage, your organization may have a current balance of \$100.35 but wish to reallocate funds to be used to increase account code 63C0 Copying Services, which has a current balance of \$25.83.

<u>Account code</u>	<u>Description</u>	<u>Current Balance</u>	<u>Increase</u>	<u>Decrease</u>	<u>New Balance</u>
31K0	Postage	\$100.35	-----	\$100.00	\$ 0.35
63C0	Copying Services	\$ 25.83	\$100.00		\$125.83

The **Detailed Purpose for Change** should read: *“To reallocate funds from Postage to Copying Services 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 two individuals listed on your organization’s Signature Authorization Form on file at SGAO.