

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: 9/15/16

12345

Account Name: The Billy Club

Index: 670 - 000

Contact Person: Billy Crystal Daytime Phone: 123-4567 Email: billyc@unm.edu

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

ACCOUNT CODE	DESCRIPTION	CURRENT BALANCE	INCREASE	DECREASE	NEW BALANCE
3100	Office Supplies	\$ 23.62	\$ 80.00		\$ 103.62
3110	Subscriptions / Educational Materials				
3140/50	Computer Costs				
3180/89	Non-Capital Equipment or Computer				
31B0	Refreshments				
31C0	Dues and Fees				
31K0	Postage	\$ 89.12		\$ 89.00	0.12
37Y0	Other Supply Costs				
4080	Travel				
63B0	Rentals				
63C0	Copying Services	\$ 76.23	\$ 84.00		\$ 160.23
63E0	Honorarium	\$ 0.00	\$100.00		\$ 100.00
69Y0	Advertising	\$ 231.56		\$ 175.00	\$ 56.56
69Z0	Professional Services				
7060	Facility/Space Rentals				
70D0	Equipment Repair/Maintenance				
8060	General Operating				
	TOTAL REVISION	\$ 420.53	\$ 264.00	\$ 264.00	\$ 420.53

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

Our organization no longer needs to utilize our budget for mailings and ad at the Daily Lobo due to changes in our recruitment efforts. We would like to reallocate our budget so we may purchase supplies for our office due to an increase in membership. We would also like to increase our copying budget to produce flyers to post around campus to promote our organization. We would like to increase our Honorarium budget so that we can bring a renowned guest speaker to, hopefully, increase membership.

Billy Crystal
Authorized Signer

Billy Bob Shorter
Authorized Signer

Office Use Only APPROVED DENIED

Student Government Representative

Date / /