

Internal Budget Modification Form

An internal budget modification is defined as a financial adjustment which does not require approval from the funding source.

When an internal budget modification is necessary, the Project Director (PD) should initiate the process. Please complete the form below for review and approval by the appropriate college faculty and staff. Sufficient lead-time should be provided for approval and loading into Banner to properly fund all Banner accounts.

Any needed modification should be entered into Banner **BEFORE** any purchase requisition is entered which will require those funds. Internal budget modifications must be tracked by the PD to ensure that any budget revisions do not exceed the limits set by the funding source.

In the table below, indicate the FOAP(s) and amount(s) you will be moving funds from, and the FOAP(s) and amount(s) you will be moving funds to.

MOVING FUNDS FROM:				
Fund	Org	Account	Program	Amount
Total				

MOVING FUNDS TO:				
Fund	Org	Account	Program	Amount
Total				

Please email this completed form to sponsoredprojects@ccri.edu.

Please Note: By authorizing this budget modification, you are also certifying that the modification is permitted under your grant program, and that approval from the funding source is not required.