

**CLEVELAND METROPOLITAN SCHOOL DISTRICT
REQUEST FOR BUDGET REVISIONS**

SCC	OPU*	SCHOOL OR SPECIAL COST CENTER NAME	DATE

CHECK ONE

- APPROPRIATION ADJUSTMENT (ADJUSTMENT BETWEEN FUNCTIONS AND/OR MAJOR USAS CATEGORIES)
- OBJECT CODE ADJUSTMENT (ADJUSTMENT WITHIN A FUNCTION AND/OR MAJOR USAS CATEGORY)
- EXPENDITURE ADJUSTMENT - USE (-) COLUMN FOR CREDIT AND (+) COLUMN FOR DEBIT

TRANSFER FROM: (DECREASE) (-)				TRANSFER TO: (INCREASE) (+)			
ACCOUNT NAME			\$ AMOUNT	ACCOUNT NAME			\$ AMOUNT
FUND . SCC . FUNC . OBJ . SUBJ . OPU . IL . JOB				FUND . SCC . FUNC . OBJ . SUBJ . OPU . IL . JOB			
_____			_____	_____			_____
_____			_____	_____			_____
_____			_____	_____			_____
_____			_____	_____			_____
_____			_____	_____			_____
_____			_____	_____			_____
_____			_____	_____			_____
TOTAL			_____	TOTAL			_____

JUSTIFICATION:

PRINCIPAL/BUDGET MANAGER/SUPERVISOR

DATE

ADMINISTRATIVE AUTHORITY

DATE

BUDGET USE ONLY

BUDGET APPROVAL: _____

DATE: _____

BOARD APPROVAL DATE: _____

JOURNAL ENTRY NUMBER: _____

DATE: _____

TRACKING
NUMBER: