|  |  |
| --- | --- |
| **\*Department Name:** | **\*Amount Requested:** |
| **\*Request Type:** | **Pending Invoice: (YES or NO)** |
| **Request Types Defined**  **Transfer –** Moves budget between two budget accounts (e.g., from A1000 to A4000), or moves budget between two cost centers, or to set up A7000 transfer budget so that funds can be transferred to an institution.  **One-time Funding –** Requests for one-time mission critical purchases that cannot be accommodated from current budget balances.  **Recurring Funding –** Increases in funding needed on a recurring annual basis and that will be included in the next annual Department Budget Cycle.  **Other Adjustments –** Anything else that does not fit in one of the other request Types. | |
| **FROM Cost Center Name:** | **\*TO Cost Center Name:** |
| **FROM Cost Center #:** | **\*TO Cost Center #:** |
| **FROM Budgetary Account:** | **\*TO Budgetary Account:** |
| **Budgetary Accounts Defined**  **A1000 –** Salaries (monthly)  **A1200 –** Wages (hourly)  **A3000 –** Fringes (benefits)  **A4000 –** Maintenance and Operations/Travel/Other Operating Expenses (M&O)  **A6000 –** Debt Service  **A7000 –** Transfers Out (to another non-AUF cost center or to a UT institution) | When funds need to be split across the same cost center but multiple budgetary accounts, enter information on the BAR Form in the format shown below:  **A3000/$X,xxx; A1200/$X,xxx** |
| **\*Description/Justification:** | |
|  | |
| Attach supporting documents justifying request if applicable. Documents should be in pdf format. Examples include: | |
| * Outstanding Invoice * Contract/Agreement/MOU * Purchase Order/Work Order | * Vendor Estimate/Quote * Approval from Department Head and/or EVC * Calculations/Other Supporting Documents |

This form is intended to provide departments with information they need to gather in order to submit a Budget Adjustment Request (BAR) Form. This form can be attached to the on-line Request Form to provide a detailed description and justification. Feel free to download and modify this form to meet the unique needs of the department.

Questions should be directed to the Budget Team at GRP-BudAction. \*Indicates a Required Field.