



Budget Revision Request Instructions

- Fund: See Chart of Accounts
- Org: See Chart of Accounts
- Account: Operating Services, Operating Supplies, Professional Services, Capital Outlay (non-computer), Capital Outlay (computer), Travel, Other Operating Expense
- Location: Monroe (JA), Lake Providence (JB), Tallulah (JC), Bastrop (JD), West Monroe (JE), Farmerville (JF), Winnsboro (JG), Ruston (JH), Adult Ed (JI)
- Program: Instruction (100), Workforce Development (400), Library (410), Student Services (500), General Institutional (600), Plant Operations & Maintenance (700)
- Activity: Used in restricted funds only

**The total amounts in the "transfer from" and the "transfer to" tables must match. Transferring budget between funds is not permitted. Please contact the Comptroller's Office if you need assistance completing this form.*

