REBUDGETING REQUEST

Date____________________________________

I. Account No._________________________ Grant/Contract No._________________________
Budget Period _______________________________ to _________________________________
Principal Investigator ______________Dept. _____________School ______________________
Project Title____________________________________________________________________

(1) Identify the previously unbudgeted expenditure which requires prior approval. Specify items
and cost. (If a portion of the needed funds are already budgeted, state the additional funds
needed as well as the total cost.)

(2) Justify the expenditure.

(3) Indicate the budget category from which funds are to be transferred, if necessary, and give
explanation of why the funds are no longer required as originally budgeted.

II. This expenditure is essential to the attainment of the original objectives of the above grant
project. We further certify that if this request includes the acquisition of equipment, it has been
determined that it is required for or will enhance the conduct of this study and that no similar
equipment is currently accessible to this study.

Principal Investigator _____________________ Dept. Chairman _________________________

III. Office of Grants and (  ) Funds are available in this account for this expenditure.
Contracts Accounting (  ) Funds are not available in this account for this expenditure.
(  ) See comments below.

Signed_________________________ Date______________________

IV. Office of Grants and (  ) This request requires no local or sponsor approval.
Contracts Administration (  ) This request is recommended for local approval.
(  ) This request requires sponsor approval.

Signed_________________________ Date______________________

V. Executive Vice President (  ) Approved.
(  ) Disapproved.
(  ) See comments below.

Signed_________________________ Date______________________

VI. COMMENTS:

REVISED 10/94