

Middle Georgia State University  
**Budget Amendment Request Form**

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Requester's Name:  Today's Date:

Budget Manager's Name (if different than above):

Email:  Phone:

**Amendment Within Department**

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Department:

Amount (rounded to the nearest dollar):

FROM account:  TO account:

Amount (rounded to the nearest dollar):

FROM account:  TO account:

Amount (rounded to the nearest dollar):

FROM account:  TO account:

**Amendment Between Departments**

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FROM dept:  TO dept:

Amount (rounded to the nearest dollar):

FROM account:  TO account:

FROM dept:  TO dept:

Amount (rounded to the nearest dollar):

FROM account:  TO account: