



Tax Levy Budget modification Request Form –

- View the department's OTPS budget overview report using the query in CUNYfirst: **CU_BUD_OVR_OTPSEXP_DEPT**
- Use this request form to transfer budget from one budget account to another budget account
- Please email the completed form to **Budget@lagcc.cuny.edu** w/ **Subject: BudgetModification**
- Budget Modifications will be processed within 24 – 48 hours

Division:

Prepared by:

Ext:

		Request # 1	Request # 2	Request # 3	Request # 4
Amount (\$) (No Cents)					
F R O M	Dept				
	Budget Acct				
T O	Dept				
	Budget Acct				
FE Acct / Position # (if Applicable)					
Operating Unit					
Program Code					
Funding Source					
Special initiative					
R E A S O N	Request # 1				
	Request # 2				
	Request # 3				
	Request # 4				

**Chairperson / Director Approval
Signature:**

**Dean / Vice President Approval
Signature:**

Date:

For Business Office Use Only

Signed & Date Processed in FE

Signed & Date Processed in CUNYfirst

Signed & Date Approved in CUNYfirst