OLD DOMINION UNIVERSITY

BUDGET ADJUSTMENT FORM

OPAL Doc. No. _____

BASE Doc. No. _____

ORGANIZATION-BUDGET
***UNIT NAME & CODE NUMBER*_____**

BUDGET TYPE
OPAL _____
BASE _____
BOTH _____

POSITION NUMBER	ORG#/Sub-Acct/ POOL CODE NO.	CURRENT AVAILABLE BAL	INCREASE	DECREASE	AVAILABLE BAL AFTER ADJUST.
TOTALS			==============	==============	

_____   _____
(REQUESTOR)   DATE   (DEAN/DIRECTOR - if required)   DATE

_____   _____
(VICE PRESIDENT if required)   DATE   (PRESIDENT - if required)   DATE

_____
(BUDGET OFFICE ACTION)   DATE

REMARKS: State reason(s) for change(s) with full justification for both increases and decreases. Use additional pages(s) if necessary. Attach supporting documentation if applicable.