

Increase to Existing Budget Line Form (FY 2009-2010)

NOTE TO VP'S: If adding funds to one line, remember to subtract from a different line in your area, and indicate both budgets on the form below (for FY 2009-10.)

Please use this form to indicate any request for additional funds needed in an existing budget line. **No funds for staffing** may be requested on this form- use Action Plan Template instead.

For example: If you know that you will have an increase in cost to Pitney Bowes (Vendor) for your department's maintenance agreement in 2009-2010 FY of \$200, this is the type of information we are looking for on this form.

Steps to follow:

1. In the first column, write in the budget line number, example, 01-0080-0-6720-0920-5600-000-00-5620.
2. In the second column, write in the additional funds that will be needed to cover the expense.
3. In the third column, write in the justification for the increase you are requesting. Please include the name of the Vendor and description of the expense.

Budget Line Number (Account Number)	Increase Amount	Justification (Include reason for increase, name of vendor, and description of expense)