

**Northwestern State University of Louisiana  
BUDGET REVISION REQUEST**

Banner Document No: J \_\_\_\_\_

Date of Request: \_\_\_\_\_

Budget Unit Title	Index	Fund	Org	Account	Prg	Increase/(Decrease)
Total Net Change						

Prepared by \_\_\_\_\_ Date \_\_\_\_\_

Other: (Explain) \_\_\_\_\_

Budget Unit Head \_\_\_\_\_ Date \_\_\_\_\_

Approving Agent \_\_\_\_\_ Date \_\_\_\_\_

**Unbudgeted Expenditure or Revenue** Check One:  New Recurring  New Non-Recurring

*\*All Unbudgeted New Recurring and New Non-Recurring Expenditure Request(s) must identify the Institutional Objective(s) it supports. If this expenditure supports something other than the Institutional Objective(s) identified by the Strategic Planning and Budgeting Council indicate and explain.*

Vice President/Equivalent \_\_\_\_\_ Date \_\_\_\_\_

Current Year: Savings (Cost) \$ \_\_\_\_\_ Future Yr: Savings (Cost) \$ \_\_\_\_\_

President (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

**BUSINESS AFFAIRS USE ONLY**

Transaction Date \_\_\_\_\_ Document Text \_\_\_\_\_ Y or N \_\_\_\_\_ Fiscal Year \_\_\_\_\_ Budget Period \_\_\_\_\_ Document Total \_\_\_\_\_

SEQ	JV TYPE	INDEX	FUND	ORGN	ACCT	PRG	DESCRIPTION	AMOUNT	+/-
1									
2									
3									
4									
5									
6									
7									
8									

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Entered by \_\_\_\_\_ Date \_\_\_\_\_

Verified by \_\_\_\_\_ Date \_\_\_\_\_