

Budget Amendment Justification Form

Date: _____

H- _____

Budget Amendment Justification Month and Year: _____

NOTE: Budget amendments can only be effective beginning the first of the month in which the amendment is received. Example: A budget amendment received on October 25 can be effective on October 1.

Budget Line Item Number _____

Justification Explanation: (SO must include item name(s), before and after cost change, explain the justification in detail)

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