

Budget Modification Quick Reference Guide:

The diagram below highlights the basic information needed to complete a budget modification form. For more detail instructions see the **Budget Modification Detailed Reference Guide**.

Budget Change

Request for Change in Budget

Requester Name: * Requester Email: *

Department: * Fund Number: *

Reason for Request: *

Clearly explain the reason for the request to the best of your ability.

You can also add the budget modification number for this modification request. Example, if this request is the second budget modification for this budget this year, it would be called "Modification #2".

Revenue

Account Name: *	Account Number: *	Budget: *	Modification: *	Revised:
<input type="text" value="Box 1"/>	<input type="text" value="Box 2"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>
<input type="button" value="+ Add"/>				
<input type="text" value="Tribal Contribution"/>	<input type="text"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>
Budget Total:	Modification Total:	Revised Total:		
<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>		

Expenses

Account Name:	Account Number:	Budget:	Modification:	Revised:
<input type="text"/>	<input type="text"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>
<input type="button" value="+ Add"/>				
Budget Total:	Modification Total:	Revised Total:		
<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>		

File Upload:

Drag and drop up to 10 files here to upload or

Select the Final Approver for this modification from the list in the drop-down menu: Tribal Liaison, Executive Director, Tribal Administrator

Final Signature Needed: * Signature: *

• All capital expenditure (greater than \$5,000) request must be approved by Tribal Council.
- Matching Funds are Tribal Contribution and must be approved by the Tribal Council prior to acceptance of an award.
- Additional funds received from funding agencies over \$5,000 must be approved by Tribal Council unless already approved at the time of application provided the intention of the funds has not changed.

You can add addition lines by clicking this button

Use the account names and numbers as they appear on your annual budget for box 1 and 2 above.

Although not required you can add supporting documents to your modification request here.

Click the sign button to digitally sign the budget modification.

Once you have completed filling out the request you can click the submit button and it will be sent to your accountant for review.

If you would like more time to complete the budget modification you can save it by clicking here.