

PIEDMONT VIRGINIA COMMUNITY COLLEGE

FY 2007-2008 OPERATING BUDGET ADJUSTMENT FORM

INSTRUCTIONS: This form is to be used to request adjustments to departmental Educational and General (E&G) operating budgets where such adjustments would require additional funding beyond the approved budgets. All requests must be reviewed and recommended by the appropriate executive staff member (VP for Instruction and Student Services; VP for Finance and Administrative Services; Director for Information Technology; Director of Institutional Research, Planning, and Institutional Effectiveness; or Director of Institutional Advancement). Please attach any supporting information or data to this form.

DEPARTMENT OR UNIT: _____

AMOUNT OF REQUEST: _____ TYPE OF REQUEST: Select from drop-down list

PERSON SUBMITTING THIS REQUEST: _____

PURPOSE AND JUSTIFICATION:

CONSEQUENCES OF NOT FUNDING:

EXECUTIVE STAFF MEMBER COMMENTS AND RECOMMENDATION:

ACTION BY PRESIDENT: APPROVED DISAPPROVED

COMMENTS:

SOURCE OF FUNDING: _____