

**The George Washington University  
Budget Change Request  
Budget Journal/Transfer**

Dept: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Concurrent request #: \_\_\_\_\_

Budget Org: \_\_\_\_\_ *(circle & note if transfer to) -->*

Budget Org: \_\_\_\_\_

**PLEASE IDENTIFY IF BASE OR ONE TIME BUDGET CHANGE**

Line #	Account	Account Description	Organization	Fund Source	Current \$	Revised \$	Debit / (Credit) Variance
<b>TOTAL:</b>							

Explanation/File Attachments:

Date Entered: \_\_\_\_\_

Initiator: \_\_\_\_\_

Approver: \_\_\_\_\_

Budget Office: \_\_\_\_\_