

REVISED BUDGET REQUEST

Instructions for this form can be found on the second page.

Grantee: _____

Grant Number: _____

Project Title: _____

Revision Number: _____

Fund Center: _____

Fund Code: TGT _____

☐ Budget Change Only

☐ Scope Change Only

Cost Center: _____

Functional Area: _____

☐ Both Budget and Scope Change

Attatch a Cover Letter explaining the reason(s) the request is needed. Attach a Line-Item Budget outlining current budget and proposed changes.

Code	Category	Budget as of _____	Increase/(Decrease)	Requested Budget
501:00:00	Regular Salaries			
501:00:01	Extra Help			
501:00:03	Per. Svc/Match			
502:00:02	M&O			
510:00:04	Grants			
509:00:05	Construction			
505:00:09	Conference Travel			
506:00:10	Prof. Fees/Svcs			
512:00:11	Capital Outlay			
590:00:46	Land Acquisition			
	Other			
	Total			

Fiscal Contact: _____

Signature: _____

Date: _____

Grant Contact: _____

Signature: _____

Date: _____

ANCRC Secretary/Disbursing Officer Approval: _____

Signature: _____

Date: _____

FORM INSTRUCTIONS

Grantee: (1)

Grant Number: (2)

Project Title: (3)

Revision Number: (4)

Fund Center: (5)

Fund Code: TGT (6) (9) ☐

(9) ☐ Budget Change Only

(10) ☐ Scope Change Only

Cost Center: (7)

Functional Area: (8) (11) ☐

(11) ☐ Both Budget and Scope Change

Attach a Cover Letter explaining the reason(s) the request is needed. Attach a Line-Item Budget outlining current budget and proposed changes. (12)

Code	Category	Budget as of (13)	Increase/(Deacrease)	Requested Budget
501:00:00	Regular Salaries			
501:00:01	Extra Help			

Instruction Key

- (1) Self explanatory
- (2) As assigned by ANCRC. The number will be made up of the year (first two digits) and an assigned number (last three digits).
- (3) The title of this project.
- (4) The number of the revision requested. This should be a number beginning with the number 1 and should be increased by one with each revision.
- (5) Code that represents the legal spending authority in an Appropriation Act and establishes budget control. **The Fund Center for this grant will be established by DFA at the request of ANCRC staff. Once the Fund Center is established, the grantee will be notified by ANCRC staff.**
- (6) **The Fund will be established by DFA at the request of ANCRC staff.** The seven character code will start with TGT. **Once the Fund is established, the grantee will be notified by ANCRC staff.**
- (7) The number is established by the grantee in conjunction with the Department of Finance and Administration.
- (8) Represents CAFR (Comprehensive Annual Financial Report) programs. This is the code that identifies the classification of the agency in the CAFR.
- (9) Place an "X" in the box if the request includes only movement of funds between Commitment Items.
- (10) Place an "X" in the box if the request includes only a change in one or more the "Elements" of the program, but does not include movement of funds between Commitment Items.
- (11) Place an "X" in the box if the request includes both a change in an "Element(s)" and movement of funds between Commitment Items.
- (12) In separate attachments on organization letterhead, include a letter explaining the need for this change request. Also include a Line-Item Budget that includes both the most recent approved budget and requested changes.
- (13) This is the date of the latest approved budget. It may be the original or the latest revised budget.