Lee College Budget Amendment

Date: _____ Page 1 of

Form should be signed in the following order: Journal #

1. Requestor (Division Chair, Department Head, Director, Club Advisor)
2. Approving Dean
3. Dean of Financial Services

Communication of this amendment to all affected parties is the responsibility of the approving Dean or Dean's designee.

Account	Fund	Department	Description	Addition	Reduction

Justification for amendment: _____

Requested By: _____ Recommend Approval: _____

Signature Signature (Dean)

Budgeted funds are available for transfer as requested.

Approved _____ _____

Dean of Financial Services

Not Approved _____ _____

Date