BUDGET MODIFICATION

This form should be used to adjust individual line items on previously approved budgets when circumstances subsequently change. **Programs funded by outside agencies should attach writen (or e-mail) approval from the funding agency**. Any modification increasing the approved budget requires NPTEC approval via subcommittee. ****PLEASE FILL IN ENTIRE BUDGET ****

Date:_____ **Employee:**_____ **Dept./Department #:** _____

Fund Number:_____-_____ **Fund Name:** _____

USE A NEGATIVE NUMBER IN THE *MODIFICIATION AMOUNT* COLUMN WHEN SUBTRACTING				
ACCOUNT NUMBER	**ACCOUNT NAME**	**ORIGINAL BUDGET**	**MODIFICATION AMOUNT**	**REVISED BUDGET**
7010 *	Salary & Wages	$	$	$0.00
7015 *	Fringe Benefits	$	$	$0.00
7020	Consultants	$	$	$0.00
7025	Subcontracts	$	$	$0.00
7035	Training	$	$	$0.00
7060 *	Travel	$	$	$0.00
7065	GSA Vehicles	$	$	$0.00
7066	Service to Participants	$	$	$0.00
7070	Supplies	$	$	$0.00
7075	Rent	$	$	$0.00
7080	Repairs & Maintenance	$	$	$0.00
7090	Telephone	$	$	$0.00
7100	Capital Outlays / Equipment	$	$	$0.00
7700	Other Expenses	$	$	$0.00
		$	$	$0.00
		$	$	$0.00
7800 *	Indirect Expense	$	$	$0.00
	Total of Modifications Must Equal 0	$0.00	$0.00	$0.00

Manager/Director **Date** **Responsible Accountant** **Date**

*** Note: For tribally-funded budgets, transfers based on 1) savings in salary and fringe benefits, 2) that decrease indirect cost recovery, 3) between accounts that increase the travel line item, and 4) transfers that simply match budgets to expenditures already incurred will not be processed without the following * signatures:**

*** Executive Director** **Date** *** Subcommittee Chairperson** **Date**

*** NPTEC Treasurer** **Date**

Updated 10/1/2024