



Budget Request Form

Please download and complete this form to request budget from Receipt Accounts (or from **Fund Balance** -- see additional instructions below). We recommend that you review the [Budget Request Form Guidelines](#) on the Budget Office web page. Send completed and signed form to **BudgetOfficeForms@uncsa.edu** for review.

FUND

RECEIPTS

Amounts in **WHOLE DOLLARS** Only

| Receipt Account | Receipt Account Description | Amount |
|-----------------|-----------------------------|--------|
| | | |
| | | |
| | | |
| | | |
| | | |
| TOTAL | | |

PURPOSE OF REQUEST

EXPENSES

Amounts in **WHOLE DOLLARS** Only

| Expense Account | Labor Account or Operating Pool Description | Amount |
|-----------------|---|--------|
| 611100 | EHRA ADMIN SALARIES | |
| 612100 | SHRA SALARIES | |
| 613100 | EHRA ACADEMIC SALARIES | |
| 613101 | EHRA ACADEMIC SUPPLEMENTAL PAY | |
| 614100 | NON STUDENT REGULAR WAGES | |
| 614500 | STUDENT REGULAR WAGES | |
| 618100 | SOCIAL SECURITY (auto-calculates) | |
| 618200 | STATE RETIREMENT* | |
| 618300 | MEDICAL INSURANCE* | |
| 618700 | OPTIONAL RETIREMENT* | |
| 71800P | CONTRACTED SERVICES | |
| 72000P | SUPPLIES | |
| 73000P | PURCHASED SERVICES | |
| 73100P | TRAVEL | |
| 73200P | COMMUNICATION | |
| 73300P | UTILITIES | |
| 73500P | OTHER OPERATING EXPENSES | |
| 74000P | FIXED CHARGES | |
| 75000P | CAPITAL OUTLAY/EQUIPMENT | |
| 884400 | TRANSFER TO OTHER FUNDS | |
| | | |
| | | |
| | | |
| | | |
| TOTAL | | |

SIGNATURES

Originator

Dean / Department Head

If making a request from **Fund Balance** (i.e. cash reserves), please follow these instructions:

- Do not combine with requests from other Receipt Accounts - please use a separate Budget Request Form.
- Enter "589200" as the Receipt Account, and "Budgeted Fund Balance" as the Receipt Account Description.

- If your department reports up to the Office of the Provost (arts schools, academics, student affairs, student services, etc.): Send completed and signed form to Provost Forms inbox for review. (Provost Office will then forward to Budget Office if approved.)

- If your department does not report up to the Office of the Provost: Send completed and signed form directly to Budget Office Forms inbox for review.

Please review the current [Fund Balance Policy](#) (linked on the Budget Office web page) for guidelines.

Office of the Provost Approval (if applicable)

Budget Office Approval

VC for Finance & Administration Approval

*See the [Budget Office web page](#) for current benefit rates.

Receipts must **EQUAL** Expenses