

**Northwestern State University of Louisiana**  
**BUDGET REVISION REQUEST**

| Budget Unit Title | Index | Fund | Org | Account | Prg | Increase/(Decrease) |
|-------------------|-------|------|-----|---------|-----|---------------------|
|                   |       |      |     |         |     |                     |
|                   |       |      |     |         |     |                     |
|                   |       |      |     |         |     |                     |
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|                   |       |      |     |         |     |                     |
|                   |       |      |     |         |     |                     |
|                   |       |      |     |         |     |                     |
|                   |       |      |     |         |     |                     |

Explanation: (Uses attachment if necessary) \_\_\_\_\_ Total Net Change \_\_\_\_\_  
*\*All Unbudgeted New Recurring and New Non-Recurring Expenditure Request(s) must identify the Institutional Objective(s) it supports. If this expenditure supports something other than the Institutional Objective(s) identified by the Strategic Planning and Budgeting Council indicate and explain.*

Approved by \_\_\_\_\_  
 Budget Unit Head \_\_\_\_\_ Date \_\_\_\_\_

Other: (Explain): \_\_\_\_\_  
 \_\_\_\_\_

Approved by \_\_\_\_\_  
 Approving Agent \_\_\_\_\_ Date \_\_\_\_\_

**\* Unbudgeted Expenditure or Revenue**  
 Check One: \_\_\_\_\_ New Recurring \_\_\_\_\_ New Non-Recurring

Approved by \_\_\_\_\_  
 Vice President/Equivalent \_\_\_\_\_ Date \_\_\_\_\_

Current Year: \_\_\_\_\_ Future Year: \_\_\_\_\_  
 Savings (Cost) \$ \_\_\_\_\_ Savings (Cost) \$ \_\_\_\_\_

Approved by \_\_\_\_\_  
 President (If Applicable) \_\_\_\_\_ Date \_\_\_\_\_

Transaction Date (dd-mm-yy) \_\_\_\_\_ Document Text \_\_\_\_\_ Y or N \_\_\_\_\_ Fiscal Year \_\_\_\_\_ Budget Period \_\_\_\_\_ Document Total \_\_\_\_\_

| SEQ | JV TYPE | INDEX | FUND | ORGN | ACCT | PRG | DESCRIPTION | AMOUNT | +/- |
|-----|---------|-------|------|------|------|-----|-------------|--------|-----|
| 1   | BD02    |       |      |      |      |     |             |        |     |
| 2   | BD02    |       |      |      |      |     |             |        |     |
| 3   | BD02    |       |      |      |      |     |             |        |     |
| 4   | BD02    |       |      |      |      |     |             |        |     |
| 5   | BD02    |       |      |      |      |     |             |        |     |
| 6   | BD02    |       |      |      |      |     |             |        |     |
| 7   | BD02    |       |      |      |      |     |             |        |     |
| 8   | BD02    |       |      |      |      |     |             |        |     |

Prepared by: \_\_\_\_\_  
 \_\_\_\_\_ Date \_\_\_\_\_

Approved by: \_\_\_\_\_  
 \_\_\_\_\_ Date \_\_\_\_\_

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

Verified by: \_\_\_\_\_  
 \_\_\_\_\_ Date \_\_\_\_\_

