

# USG LINE ITEM CHANGE FORM

Date \_\_\_\_\_

|                   | Board                | Organization | Line Item         | Amount Deducted                                   |
|-------------------|----------------------|--------------|-------------------|---|
| <b>FROM LINE:</b> |                      |              |                   | .00   |
|                   | G / L Account Number |              | Entered / Initial | This amount <u>must</u> be in whole dollars only. |
|                   | <b>Office Use:</b>   |              |                   |   |

|                 | Board                | Organization | Line Item         | Amount Added  |
|-----------------|----------------------|--------------|-------------------|---|
| <b>TO LINE:</b> |                      |              |                   | .00   |
|                 | G / L Account Number |              | Entered / Initial | This amount <u>must</u> be the same as the deduction above. |
|                 | <b>Office Use:</b>   |              |                   |   |

Reason for Budget Change:

Requested By: \_\_\_\_\_  
 Organization Treasurer

***Return Completed Request to the USG Business Office by Email***

**• FOR OFFICE USE ONLY •**

Verified by the USG Business Office: \_\_\_\_\_

Budget Committee **Approved** or **Denied** Date: \_\_\_\_\_

USG Treasurer **Approved** or **Denied** Date: \_\_\_\_\_

Over 20% of Budget: USG Senate **Approved** or **Denied** Date: \_\_\_\_\_