

INSTRUCTIONS FOR INFORMAL BUDGET AMENDMENT

BUDGET AMENDMENT: This form must be used when requesting a reallocation of funds among budget categories in your budget. Reimbursement for expenditures are limited to established budgets. A budget amendment must be executed before over-budget expenditures can be recognized.

THE FORM:

- Provide all requested information.
- Include the name and phone number of the person who can answer financial questions.
- The contract number is the GLO number, not your internal number.
- The first column is where you enter your current budget.
- The second column is used to show how funds are to be reallocated in the budget. A parenthesis or negative sign, reflecting a negative number, is used to decrease funds in a category. A positive number is used to increase funds in a category.
- The third column will automatically calculate and reflect the revised budget.

IMPORTANT FACTS TO REMEMBER:

- You must provide a justification for your requested changes.
- The form must be signed by an authorizing official.
- Email the form, in pdf format, to:

CIAPrecepts@glo.texas.gov

If needed, contact Sharon Moore at:

sharon.moore@glo.texas.gov

(512) 463-5819