

FY09 Budget Carryover Request Form

Please direct all questions regarding completion of the form to the University Budget Office (202-994-7401).

All requests are required to have the VP/Dean signature.

Any forms received without this signature will be returned to the department.

The completed form should be forwarded to the University Budget Office at Rice Hall, Room 701 **no later than June 15, 2009.**

BUDGET INFORMATION

Section 2 (required):

Identify the EAS number, account number, and amount for the FY09 carryover:

EAS Number	Account Number	Amount	
			Total

Identify the EAS number, account number, and amount for the FY10 budget increase:

EAS Number	Account Number	Amount	
			Total

If you need additional space, please use the continuation section on page 3.

APPROVAL SIGNATURE

Requestor	Date	Budget Analyst	Date
VP or Dean	Date	AVP for Budget	Date

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Section 2 (continuation sheet):

Identify the EAS number, account number, and amount for the FY09 carryover:

EAS Number	Account Number	Amount

Identify the EAS number, account number, and amount for the FY10 budget increase:

EAS Number	Account Number	Amount