

OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION

Oklahoma GEAR UP GRANT

BUDGET CHANGE REQUEST FORM

Directions: Complete this Budget Change Form if you would like to make a budget change for any amount over \$500 in a particular line item. Send this Budget Change Form to your GEAR UP Education Specialist by fax at **(405) 225-9230** prior to making a purchase that involves a budget change of more than \$500 that was not a part of your approved budget. Your Education Specialist will approve and sign your Budget Change Form and return a copy to the LEA giving permission to make budget change purchases with GEAR UP grant funds.

BUDGET CHANGE REQUEST

Category of Expense	Original Request	Budget Change Request
1. Personnel Costs	\$	\$
2. Employee Benefits	\$	\$
3. Travel Costs	\$	\$
4. Materials & Supplies	\$	\$
5. Contractual	\$	\$
6. Other Costs	\$	\$
Total Expenses (Lines 1-6)	\$	\$

Reason for Budget Change Request (Be as specific as possible):

Requested by: _____
(LEA Signature Required)

Date: _____

Approved by: _____
(GEAR UP Staff Signature Required)

Date: _____