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 Coordinator by emailprior to making a purchase that involves a budget change of more than $500 that was not a part of your approved budget. The Education Coordinator 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)

Approved by: (GEAR UP Staff Signature Required)

Date:

Date: