

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 Site Director by email prior to making a purchase that involves a budget change of more than \$500 that was not a part of your approved budget. The GEAR UP Site Director will approve and sign your Budget Change Form and return a copy to the designated fiscal representative 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: _____