



KEAN  
UNIVERSITY

OFFICE OF FINANCIAL SERVICES

REQUEST FOR BUDGET AMENDMENT

Date: \_\_\_\_\_

Fiscal Year: \_\_\_\_\_

OFS USE ONLY
JOURNAL NO.
B - _____
KEY DATE:
_____

Fund	Cost Center Number	Object	Requested Increase	Requested Decrease
Total			-	-

Justification: \_\_\_\_\_ (COLUMN TOTALS MUST AGREE)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Requested By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Cost Center Manager

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
 VP / Executive Director / Dean

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Budget Office