

# Budget Modification Request

*Purpose: To transfer funds from one grant budget line to another grant budget line*

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

**Budget Account To Transfer From**

**Budget Account To Transfer To**

**Amount of Budget Transfer**

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**Explanation for Budget Transfer(s):**

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Grant Manager Signature: \_\_\_\_\_

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

Grant Manager Supervisor Signature: \_\_\_\_\_

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

\*Please send this completed form to CFO & Grant Compliance Administrator with approval from grantor of budget modification.