# Marymount Manhattan College

## Request for Budget Modification

*Office of the Executive Vice President for Administration and Finance*

TO: **The Business Office**

FROM: _____

DATE: _____

Request is made to modify the budget of: _____
*(Department Name)*

| Transfer Funds (Specify Account) | | Amount($) | Reason |
|---|---|---|---|
| From | To | | |
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| | | $0.00 | |

**Total Change Must Be Equal to Zero**

(Do Not Write Below This Line - For Business Use Only)

Approved _____ Denied _____ Reason (If Denied) _____

Approved by _____

Date Posted _____ Computer Batch Number _____ Posted By _____