

Licking County Master Gardener Volunteers

BUDGET ADJUSTMENT REQUEST FORM

Please complete Step 1 below if you would like to increase or decrease your budget or create a new budget line. When completed, email this to the Finance Committee Chairperson, Elaine Boaz at elaine@boazplace.com

Step 1 – Submit Request

Date request submitted		Requestor Name	
Line item Account #		Line item Name	
Current Budget Amount	\$	Requested Increase/Decrease	\$
Reason additional funds are needed or reason for decrease:			

Step 2 - Finance Committee Review

Date request reviewed		Reviewer Name	
Reviewer comments:			
Finance Committee recommendation:	Approve		Decline
Comments:			

Step 3 – Executive Committee Action

Executive Committee decision:	Approve		Decline	
Date request actioned		Approver Name		

Step 4 – Treasurer Action

Date budget updated		Date budget request filed	
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