

# UNIVERSITY OF WASHINGTON, BOTHELL

## POLICIES AND PROCEDURES MANUAL

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BUDGET REVISIONS  
5.3  
REV 04/05  
Finance and Administration  
425.352.5235

### OVERVIEW

State budgets receive biennial budget allocations on a permanent or temporary basis. Sometimes it is necessary to adjust the budget amounts. Budget revisions are the way that these changes are processed to make the necessary budget adjustments.

Budget revisions increase or decrease funding in a budget or between object codes within a single budget.

### POLICY

Finance & Administration is authorized to process budget revisions for all UWB budgets. Budget revision requests may be initiated by [Finance & Administration](#), the Vice Chancellor of Administrative Services, or by the department.

### PROCEDURE

A budget revision authorization form is completed for budget revisions.

- It is signed by the department chair or their designee
- The revision is forwarded to the Vice Chancellor of Administrative Services or their designee for approval
- Once approved by all parties the revision is entered into the Administrative System Budget Module
- These changes then show up on a department's Budget Status Report (BSR) and the Budget Activity Report (BAR)

### FORM

[Budget Authorization Form](#)