

# Brooklyn City Schools

## Budget Adjustment Form

Submitted By

School/Department

Date of Request

Reason for adjustment

**Note:** You cannot move money between Funds or OBJ

Decrease Account:

Amount:

(format example: 001-1234-456-7890-123456-789-01-234)

Increase Account:

Amount:

(format example: 001-1234-456-7890-123456-789-01-234)

Principal/Administrator signature

Date

Received Treasurer's Office:

Completed By: