

For Business Services Office Use Only

Journal:

Adjusting

Budget

Encumbrance

Set ID # _____

Date Entered: _____

COLUMBIA PUBLIC SCHOOLS

BUDGET ADJUSTMENT

Date: _____

Route To: _____

Route To: _____

Accounts to be credited: **Move TO**

Accounts to be debited: **Move FROM**

KEY (10 digits)	OBJECT	AMOUNT	KEY (10 digits)	OBJECT	AMOUNT
Total			Total		

Short Explanation (max. 30 characters): _____

Long Explanation: _____

Name of Approver: _____

Printed or Typed

Business Services Approvals: _____

Approver Signature: _____

School / Department / Building
