

Budget Waiver

DATE: _____

TO: Doretha J. Spells
Vice President for Business Affairs and Treasurer

FROM: _____

DEPT.: _____

RE: Request for Budget Adjustment

Please waive the quarterly allocation for the attached order charged to Budget:

Index _____

Fund _____

Organization _____

Program _____

Account _____

Specified explanation and justification for the request is as follows:

Thank you for your cooperation.

Approved, Budget Executive

Date

Approved, Treasurer

Date