

City of Revere

Grant/Special Revenue Fund (SRF) Budget Amendment Form

Please use this form to amend the budget for an **EXISTING** Grant/SRF with an active fund number (ex. 2xxx) to:
 1. Increase or decrease the total existing budget in Munis as a result of a contract amendment.
 2. Perform a budget transfer between object codes.

Department: _____

Prepared By: _____

Date: _____

Department Head Signature: _____

Grant/SRF Name: _____

Four Digit Fund Number: _____

Effective Date of Amendment: _____

End Date of Amendment (N/A if Budget Transfer): _____

Amendment Total (N/A if Budget Transfer): \$ _____

Final Contract Amendment Documentation Attached:	Yes	No	N/A - Budget Transfer
--	-----	----	-----------------------

Object Code Name per Munis	Description of Eligible Expenses	Object Code # per Munis	Increase or Decrease Budget	Amount (\$)
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$

Comments: _____

Section To Be Completed by Auditing

Posted By: _____

Date: _____

Approved By: _____

Date: _____