

City of Revere

Grant/Special Revenue Fund (SRF) Budget Amendment Form

Please use this form to amend the budget for an EXISTING grant/SRF in Munis with an active fund number as a direct result of a:

1. Contract amendment that will either increase or decrease the total existing budget in Munis.
2. Change in scope of work on the existing budget in Munis, which requires a budget transfer to the appropriate Object Code.

Department: _____

Prepared By: _____

Date: _____

Department Head Signature: _____

Grant/SRF Name:	_____		
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

Account Name per Munis	Description per Grant/SRF	Object Code per Munis	Increase or Decrease Budget	Amount (\$)
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$

Comments: _____

Section To Be Completed by Auditing

Posted By: _____

Date: _____

Approved By: _____