



*Adrian College*

**ACCOUNT ADJUSTMENTS / TRANSFERS**

Fiscal Year \_\_\_\_\_

Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_

*(Please Print)*

Fund	Account	Department	Project Code	Amount of Increase	Amount of Decrease	Description
Total						

*Note - Total increases must equal total decreases*

Budget Manager/Department Chair Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Budget Manager/Department Chair Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Vice President Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Vice President Approval: \_\_\_\_\_

Date: \_\_\_\_\_

<b>BUDGET OFFICE USE ONLY</b>		
DATE: _____	INITIALS: _____	JE#: _____