**ORIGINAL BUDGET 2013-14 FISCAL YEAR BASED ON PRIOR YEAR**

**INSTRUCTIONS:** This form will be used to establish your 2013-14 Discretionary Projected Budgets into PROMT. Please indicate how you would like your budget loaded and reflected in the system. Based on the 2012-13 Actual Budget, complete the 2013-14 requested amounts column with the amount requested for the 2013-14 fiscal year. Use the comments column to explain the requested change. If the same amount is requested, enter that amount in the 2013-14 requested Amounts column and indicated "No Change" in the comments sections. It is also imperative to review that your coding is accurate.

**SAMPLE**

<table>
<thead>
<tr>
<th>Location</th>
<th>Fund</th>
<th>Cost Center</th>
<th>Object Code</th>
<th>Program</th>
<th>Activity Suffix</th>
<th>Project</th>
<th>Acct Line</th>
<th>2012-13 Actual Budget</th>
<th>2013-14 Requested Amounts</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>01</td>
<td>141</td>
<td>5105</td>
<td>1</td>
<td>672500</td>
<td>0000</td>
<td>00</td>
<td>$150,000</td>
<td>$100,000.00</td>
<td>elimination of XYZ consulting services 2012 13</td>
</tr>
<tr>
<td>1</td>
<td>01</td>
<td>141</td>
<td>5203</td>
<td>1</td>
<td>672500</td>
<td>0000</td>
<td>00</td>
<td>$5,000</td>
<td>$5,000.00</td>
<td>No Change</td>
</tr>
</tbody>
</table>

**INSTRUCTIONS:**
- Completed by Business Office
- Total must equal 75,055.00
- GREAT JOB

**Authorized Signature:**

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**Return to District Office prior to April 19, 2013**