

**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										
1	01	141	5105	1	672500	0000	00	\$150,000	\$ 100,000.00	elimination of XYZ consulting services 2012 13
1	01	141	5203	1	672500	0000	00	\$5,000	\$ 5,000.00	No Change
Location	Fund	Cost Center	Object Code	Program	Activity Suffix	Project	Acct Line	2012-13 Actual Budget	2013-14 Requested Amounts	Comments
1	01	124	2352	1	620100	0000	00	11,256.00	\$11,256.00	
1	01	124	2353	1	620100	0000	00	80,216.00	\$80,216.00	
								<b>91,472.00</b>	<b>91,472.00</b>	<b>TOTAL</b>

91,472.00 Total must equal

- GREAT JOB

Authorized Signature: \_\_\_\_\_