

**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	126	2357	1	660500	0000	00	11,034.00	\$11,034.00	
1	01	126	4304	1	660500	0000	00	15,300.00	\$15,300.00	
1	01	126	4306	1	660500	0000	00	6,800.00	\$6,800.00	
1	01	126	5105	1	660500	0000	00	36,483.00	\$36,483.00	
1	01	126	5106	1	660500	0000	00	5,625.00	\$5,625.00	
1	01	126	5205	1	660500	0000	00	2,550.00	\$2,550.00	
1	01	126	5206	1	660500	0000	00	2,550.00	\$2,550.00	
1	01	126	5301	1	660500	0000	00	850.00	\$850.00	
1	01	126	5885	1	660500	0000	00	2,200.00	\$2,200.00	
								83,392.00	83,392.00	<b>TOTAL</b>

[REDACTED]

83,392.00 Total must equal

- GREAT JOB

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

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