

Budget Override Request Form

This form must be submitted with any uShop budget override request

Please indicate with an "X" the reason a budget override is being requested for your purchase.
You will also need to give additional details for some of the options below.

X

Explanation of override request

<input type="checkbox"/>	Future year purchase or budget not yet available in new fiscal year
<input type="checkbox"/>	Budget revision and/or journal entry is in progress to transfer funds
<input type="checkbox"/>	SRCI Flex in process
<input type="checkbox"/>	Pending University level budget process
<input type="checkbox"/>	Other

<p style="color: red; font-weight: bold;">Please provide name of person responsible for submitting budget revision/JE and date it was submitted.</p>	→	
<p style="color: red; font-weight: bold;">Please provide divisional reference number for flex in the space provided below</p>	→	
<p style="color: red; font-weight: bold;">Please indicate which budget process is pending and any additional details.</p>	→	
<p style="color: red; font-weight: bold;">If your request does not fall within one of the above categories, please provide a detailed explanation of how this purchase will be funded.</p>	→	