THE UNIVERSITY OF TENNESSEE **REQUEST FOR BUDGET REVISION - IRIS INPUT FORM** [All monetary values should be in whole dollars with no dollar signs (\$)]

FOR BUSINESS OFFICE USE

Request No.

Section 1 (For Expenditure Adjustments)			EXPENDITURES		RECOVERIES		FOR BUSINESS
		COMMITMENT		BUDGET INCREASE	BUDGET DECREASE	BUDGET INCREASE	OFFICE USE: DOCUMENTATION
FUND	FUND NAME	ITEM	AMOUNT	AMOUNT	AMOUNT	AMOUNT	CODE

TOTAL

Section 2 (For Revenue and Other Adjustments)			BUDGET	BUDGET		FOR BUSINESS OFFICE USE:
FUND	FUND NAME	COMMITMENT ITEM	DECREASE AMOUNT	INCREASE AMOUNT		DOCUMENTATION CODE
					BUDGET REVISION TYPE:	
					RECURRING	
					NONRECURRING	
TOTAL						

JUSTIFICATION FOR REQUEST:

DATE

INSTRUCTIONS:

- For multi-page T15s, erase the sum formulas on all but the last page, and replace the sum formula on the last page with one that sums up all of the pages of the T15.
- a in the pages of the Frid.
 Check Budget Type: RECURRING or NONRECURRING. Recurring revisions will be reflected as revisions to the Base Budget. T15's received without this information will be returned to the originating office for completion.
 Include a Justification for Request. T15's received without this information will be returned to the originating office for completion.

- Send the original to the Budget Office. If copies are needed, make them as the T15 is routed for approval.

APPROVED:

Vice Chancellor/Vice President/Chief Administrative Officer

Chief Business Officer

Department Head

Dean or Director

Vice President for Budget and Finance