
Salary and Benefits Adjustment Request

***Department:**

***Date of Request:**

***Take Salary/Benefits FROM speed code:**

***Move Salary/Benefits TO speed code:**

Does this account have sufficient funds (please circle)? YES NO

***Student/Staff Name and ID:**

***Specify the Months(s):** (months must be specified to avoid redistribution errors)

***Amount per month to be transferred:**

***Duties:**

***Account end date:**

Special instructions, if necessary:

***Requested by:**

***Signature:**

(Budget Owner/Project Holder)

***Signature:**

(Independent Reviewer (ie. Assistant Chair))

**Fields with an asterisk are required. Incomplete requests will NOT be posted.*