

Louisiana Delta Community College

Budget Revision Request Form Instructions

FUND – See attachment

ORG – See attachment

ACCOUNT – The account code will begin with one of the following numbers below and end with R and your campus location code. For example, RJA is used for Monroe Campus and RJG for Winnsboro Campus.

700 – Operating Services

720 – Operating Supplies

730 – Professional Services

750 – Capital Outlay – Non-Computer

760 – Capital Outlay – Computer and Software

770 – Travel

780 – Other Operating Services

Campus Codes: JA-Monroe, JB-Lake Providence, JC-Tallulah, JD-Bastrop, JE-West Monroe, JF-Farmerville, JG-Winnsboro, JH-Ruston, JI-State Office Bldg, JJ-Jonesboro

PROGRAM – The program code is directly related to your ORG.

100 – Instruction

400 – Workforce Development

410 – Library

500 – Student Services

600 – General Institutional

700 – Plant Operations & Maintenance

ACTIVITY –If your revision is for a Restricted Fund, please contact Alexa Lambert or Marsha Bearden to find out if you will need to add an activity code.

AMOUNT – Enter the amount you would like transferred. The totals for Transfer From and Transfer To should be equal.

JUSTIFICATION – Enter a brief justification explaining the reason for your budget revision request.

SUBMITTED BY – Enter the name of the person submitting the request.

DATE – Enter the submission date of the request.

Submit your Budget Revision Request Form to Naomi Mitchell nmitchell@ladelta.edu.