



# Budget Request Form

University of North Carolina School of the Arts

Budget Office Use Only	
Journal Entry:	
Transaction Date:	
Budget Period:	Rule Code:

Please download and complete this form to request budget from Receipt Accounts (or from **Fund Balance** -- see additional instructions below). We recommend that you review the [Budget Request Form Guidelines](#) on the Budget Office web page. Send completed and signed form to **BudgetOfficeForms@uncsa.edu** for review.

**FUND**

**RECEIPTS**

Amounts in **WHOLE DOLLARS** Only

**PURPOSE OF REQUEST**

Receipt Account	Receipt Account Description	Amount
<b>TOTAL</b>		

**EXPENSES**

Receipts must **EQUAL** Expenses

Originator  Date

Dean / Dept. Head  Date

Expense Account	Labor Account or Operating Pool Description	Amount
611100	EHRA ADMIN SALARIES	
612100	SHRA SALARIES	
613100	EHRA ACADEMIC SALARIES	
613101	EHRA ACADEMIC SUPPLEMENTAL PAY	
614100	NON STUDENT REGULAR WAGES	
614500	STUDENT REGULAR WAGES	
618100	SOCIAL SECURITY (7.65%)	
618200	STATE RETIREMENT (24.50%)	
618300	MEDICAL INSURANCE (\$7,397 per FTE)	
618700	OPTIONAL RETIREMENT (13.83%)	
71800P	CONTRACTED SERVICES	
72000P	SUPPLIES	
73000P	PURCHASED SERVICES	
73100P	TRAVEL	
73200P	COMMUNICATION	
73300P	UTILITIES	
73500P	OTHER OPERATING EXPENSES	
74000P	FIXED CHARGES	
75000P	CAPITAL OUTLAY/EQUIPMENT	
884400	TRANSFER TO OTHER FUNDS	
<b>TOTAL</b>		

If making a request from **Fund Balance** (i.e. cash reserves), please follow these instructions:

- Do not combine with requests from other Receipt Accounts - please use a separate Budget Request Form.
- Enter "589200" as the Receipt Account, and "Budgeted Fund Balance" as the Receipt Account Description.
- **If your department reports up to the Office of the Provost (arts schools, academics, student affairs, student services, etc.):** Send completed and signed form to Provost Forms inbox for review. (Provost will then forward to Budget Office if approved.)
- **If your department does not report up to the Office of the Provost:** Send completed and signed form directly to Budget Office Forms inbox for review.

Please review the current [Fund Balance Policy](#) (linked on the Budget Office web page) for guidelines.

Office of the Provost Approval (if applicable)

Budget Office Approval

VC for Finance & Administration Approval