



Budget Request Form

University of North Carolina School of the Arts
 Once completed **Submit by Email** to
BudgetOfficeForms@uncsa.edu

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

FUND

RECEIPTS

Amounts in **Whole Dollars** Only

Please use this form to establish (or amend) the budget for funds not automatically loaded through UNCOSA's annual budget allocation process. Please review the [Budget Request Form Guidelines](#) on the Budget Office web page.

Receipt Account	Receipt Account Description	Amount
TOTAL		

Purpose of Request

EXPENSES

Receipts **MUST** Equal Expenses

Originator Date

Dean / Dept. Head Date

Expense Account	Labor Account or Operating Pool Description	Amount
611100	EHRA ADM REG SALARY	
612100	SHRA REG SALARY	
613100	EHRA FACULTY	
613101	EHRA FACULTY SUPPELMENTAL PAY	
614100	NON STUDENT REG WAGE	
614500	STUDENT REG WAGE	
618100	SOCIAL SECURITY (7.65%)	
618200	STATE RETIREMENT (18.86%)	
618700	OPTIONAL RETIREMENT (13.25%)	
618300	MEDICAL INSURANCE (\$6,104)	
71800P	PERSONAL CONTRACTED SERVICES	
72000P	SUPPLIES	
73000P	PURCHASED SERVICES	
730170	ACADEMIC CONTRACTED SERVICES	
73100P	TRAVEL	
73200P	COMMUNICATION	
73300P	UTILITIES	
73500P	OTHER OPERATING EXPENSES	
74000P	FIXED CHARGES	
75000P	CAPITAL OUTLAY/EQUIPMENT	
TOTAL		

If making a **Fund Balance** request, please:

- Submit it on a separate form (do not combine with a regular Budget Request from receipts)
- Put "Fund Balance" as the Receipt Account Description (leave "Receipt Account" blank)
- Attach a Fund Balance Justification Memo (separate document, using Word or PDF)
- Send it to the Cabinet member who has oversight of your department (Provost, VC, etc.)

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

Cabinet Level Approval

(Cabinet member: Send approved form and justification memo to CFO Forms and Budget Office Forms inboxes)

VC for Finance & Administration Approval

Budget Office Approval