

# Goldsmiths College - University of London

## Virement of Budget - Request Form (Departmental)

Profile		
Recurrent		
Non-recurrent		
Non-pay reserve		
Finance Use Only	Please complete as appropriate	

**Department Name** \_\_\_\_\_

**Amount** £

**Effective Date :**

<b>Financial Year</b>	<input style="width: 90%; height: 20px;" type="text"/>	<small>(Enter the financial year the arrangement begins in. ie. Aug 2004-Jul 2005 is 2004)</small>
<b>Month From :</b>	<input style="width: 90%; height: 20px;" type="text"/>	<small>(Enter the in the format MTH/YY, ie Dec/04)</small>
<b>Month To :</b>	<input style="width: 90%; height: 20px;" type="text"/>	<small>(Enter the in the format MTH/YY, ie Mar/05)</small>

	Item	Analysis	Resno
<b>Budget Codes to be debited</b>	<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>
<small>(ie. An increase in budget)</small>			

<b>Budget Code to be credited</b>	<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>
<small>(ie. An decrease in budget)</small>			

(A resource number should be entered where required, except for VT's, we will be using 'I'.)

**Reason for Request**

*This form must be authorised by any department whose budgets are amended, or, have supporting backup documentation.*


**H.O.D. Authorisation**      **Authorised By** \_\_\_\_\_  
Signature

**Date** \_\_\_\_\_

**Prepared By** \_\_\_\_\_

\* Please note that when the Department has completed the relevant parts above, this form must then be sent to Finance for authorisation and processing.

**Finance Authorisation**

**Authorised By** \_\_\_\_\_

**Date** \_\_\_\_\_

**Processed By** \_\_\_\_\_

**Date** \_\_\_\_\_

<b><u>Finance Use Only</u></b>		
<b>Agresso Updated</b>	<small>(delete as appropriate)</small>	<input style="width: 90%; height: 20px;" type="text"/>
		<b>Yes / No</b>
<b>Agresso Transaction Number</b>		<input style="width: 90%; height: 20px;" type="text"/>
<b>Model Updated</b>	<small>(delete as appropriate)</small>	<input style="width: 90%; height: 20px;" type="text"/>
		<b>Yes / No</b>
		<b>Date</b> _____