**Budget Adjustments-updated form**

To all Budget Managers,

There is a new budget adjustment form that can be found on the Controller's Office website under budget, link below:

<https://www1.wne.edu/controller/budget.cfm>

Please use this form going forward.  This form will accommodate the new larger Colleague general ledger numbers. Please be aware that all budget adjustments are now permanent, this is our only option.  All adjustments made using a budget adjustment will be permeant going forward unless in the annual budget process the budget is changed.

Any questions related to this form or budgets you can contact Kim Puzzo at 413-782-1390 (kim.puzzo@wne.edu) or myself.

Thanks

Julie LeBeau