

Contracted TRC Project Budget Revision Request Form

This form must be submitted if the current fiscal year requires a budget revision. There will be no additional budget revisions during the project except for the following reasons:

1. ARDOT changes scope of project after the project has started.
2. Equipment line item was underestimated at the signing of the contract.
3. Delay to the project due to construction schedules, construction job let dates, or other unforeseen circumstances.

All forms must be submitted through Doc Express.

Contractor: _____

Project Name: _____

Project Number: _____ Percentage Completed: _____

Date Submitted: _____

Provide justification for requested revision below.

Justification:

Contracted TRC Project Budget Revision Request Form

Project Name: _____

Project Number: _____

Complete a block below for each Fiscal Year budget being revised.

Previously Approved Budget		Proposed Budget	Fiscal Year: _____
Salaries		Salaries	
Wages		Wages	
Fringe Benefits		Fringe Benefits	
Supplies and Services		Supplies and Services	
Travel		Travel	
Indirect Costs		Indirect Costs	
Tuition		Tuition	
Subcontracts		Subcontracts	
Equipment		Equipment	
TOTAL		TOTAL	

Previously Approved Budget		Proposed Budget	Fiscal Year: _____
Salaries		Salaries	
Wages		Wages	
Fringe Benefits		Fringe Benefits	
Supplies and Services		Supplies and Services	
Travel		Travel	
Indirect Costs		Indirect Costs	
Tuition		Tuition	
Subcontracts		Subcontracts	
Equipment		Equipment	
TOTAL		TOTAL	

Previously Approved Budget		Proposed Budget	Fiscal Year: _____
Salaries		Salaries	
Wages		Wages	
Fringe Benefits		Fringe Benefits	
Supplies and Services		Supplies and Services	
Travel		Travel	
Indirect Costs		Indirect Costs	
Tuition		Tuition	
Subcontracts		Subcontracts	
Equipment		Equipment	
TOTAL		TOTAL	

Previously Approved Grand Total Proposed Grand Total

Form completed by: _____