

**New Jersey Department of Health**

**BUDGET REVISION REQUEST**

*Attach justification for each category revision on a separate sheet*

Reporting Agency			Grant Title																		
Address			Budget Period FROM: _____ TO: _____																		
City	State	Zip	Grant No.	Account No.	Revision No.																
<b>BUDGET CATEGORIES</b>			<b>ROUND OFF TO NEAREST DOLLAR</b>																		
			<b>APPROVED BUDGET</b>		<b>REQUESTED CHANGES*</b>		<b>REVISED BUDGET</b>														
			<b>Grant Funds</b>	<b>Other Funds</b>	<b>Grant Funds</b>	<b>Other Funds</b>	<b>Grant Funds</b>	<b>Other Funds</b>													
A. PERSONNEL COST																					
Salaries/Wages																					
Fringe Benefits																					
Total																					
B. CONSULTANT/PROFESSIONAL SERVICES COST																					
Total																					
C. OTHER COST CATEGORIES																					
Office Expense and Related Cost																					
Program Expense and Related Cost																					
Staff Training and Education Cost																					
Travel, Conferences and Meetings																					
Equipment and Other Capital Expenditures																					
Facility Cost																					
Sub-Grants																					
Total																					
Total Direct Cost																					
Indirect Cost																					
Total Cost																					
Less Program Income																					
<b>NET TOTAL COST</b>																					
Name of Chief Financial Officer			State Approvals <table style="width:100%; border: none;"> <tr> <td style="width: 60%;"></td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> <td style="text-align: center;">Date</td> <td style="text-align: center;">Signature</td> </tr> <tr> <td>Program Mgmt. Officer</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Grant Management Officer</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </table>					Yes	No	Date	Signature	Program Mgmt. Officer	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	Grant Management Officer	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
	Yes	No					Date	Signature													
Program Mgmt. Officer	<input type="checkbox"/>	<input type="checkbox"/>					_____	_____													
Grant Management Officer	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____																	
Title																					
Signature		Date																			

\*Use Plus (+) or Minus (-) signs to indicate additions and subtractions.