

Request for Budget Code/Distribution% Update

Department of Budget & Financial Analysis

This form is to be used only for permanent (PERM) and temporary (TEMP) combo code/distribution updates for continuing employees. Academic areas, completed forms to budgetoffice_btr@csuohio.edu. If budget transfer request (BTR) is required, the request form will not be processed until it is received.

No other status updates are required for this employee/position. (FTE, FT/PT, Reg/FA/T, a status update is required please contact HR. This form does not approve continuations.

Requested combo codes are active.

Position #:

Fiscal Year:

Reg/Temp/FA:

Employee Name:

HR Department:

Reason for request:

Reminder cost share changes are temporary only. Please include salary and grant start date for cost shares above.

Current PERM
Combo Code

Distrb%

Current TEMP
Combo Code

Distrb%

Effective Start Date:

Effective End Date:

If this form is not processed prior to the effective start date, the earliest possible date will be entered. This may necessitate a salary

Requested PERM
Combo Code

Distrb%

Requested TEMP
Combo Code

Distrb%

Fiscal Officer Signature

Date

Effective 11.2