

Western Illinois University

Budget Load Exception Form

INSTRUCTIONS:

1. The fiscal agent will complete this form with an explanation of reasons for additional budget load and obtain the required Dean/Director signature.
2. Forward this form and any related supporting documentation to respective Vice President for review, approval, and signature.
3. If deemed essential and necessary, the respective Vice President will forward this form to the Vice President for Finance & Administration

SUBJECT: Request for Additional Budget Load

ACCOUNT #: _____ AMOUNT: \$ _____

Fiscal Agent: Please explain the circumstances why additional budget load (up to a maximum of 100%) is essential and necessary. Expenses must relate to institutional priorities, enrollment, or campus health/safety. Include a summary of all necessary expenses which need to be covered. Attach additional documentation, if necessary.

REQUIRED SIGNATURES:

Fiscal Agent: _____ Date: _____

Dean/Director: _____ Date: _____

Vice President: _____ Date: _____

APPROVAL:

_____ Date: _____

Vice President for Finance & Administration