



CENTRAL TEXAS - BALCONES

USGBC CTBC - Budget Amendment Form

Committee or Expense: _____

Current Committee Budget: \$ _____

Requestor: _____

Date: _____

Use of funds:

Program/Event Expense _____

LEED Workshop Expense _____

Professional Service _____

Other Expense _____

Total Amount of Request: \$ _____

Please provide a detailed explanation of the request and any revenue or benefits that may come as a result:

Have you obtained a quote or cost estimate? Yes \ No

Approved? Y \ N Date: _____

This form should be completed for every unbudgeted expense needed by a committee. The form needs to explain why the expense is justified and what program/project it is associated with. Please attach all relevant supporting documentaion. If an item is not approved, but purchased anyway, the individual will be subject to paying the cost. If approved, the individual/committee **MUST** complete a *Check Request Form* and submit for payment.