## **Budget Amendments**

**CENTRAL OFFICES UNIT SHARED SERVICES CENTER START** Preparer vets ticket Final Review of all for reasonableness Documentation Unit completes AAOU SSC and approval. **Budget Amendment Request** Form Not for Grants / Cost-Share (1253/1263 or 1114) If grants require budget amendment, there is a separate process involving SSC processor Corrections OSP, please loop in Grants Specialist completes the Needed Financial Services Budget Amendment Request Form Department submits AAOU SSC RT ticket and attaches Unit Approves SSC approver signs the the completed AAOU SSC request form and emails **Budget Amendment Request** it to the Budget Office **Budget Office** Form staff member assigned enters the budget to receive these forms amendment into (currently Qi Zhang, PeopleSoft qizhang@umbc.edu) Unit checks ticket for **END** accuracy/approval.

Unit cancels ticket