

Budget Revision Request Instructions

Appropriate requests are those which propose to use different means to accomplish the original agreed upon goals and objectives outlined in the Scope of Service. In general, adding new line items are not acceptable requests. Agencies may be allowed to shift funds between existing line items due to evolving service needs.

1. Program Budgets may only be revised with the written approval of the Manager of Education and Outreach. In order to receive written approval you must submit a budget revision request in writing to:

Rhoda Johnson-Tuckett, Manager
Education & Outreach Office
Boston Public Health Commission
Infectious Disease Bureau
1010 Massachusetts Avenue, 2nd Floor
Boston, MA 02118

2. Budget revision requests must include the following: 1) a letter with a detailed explanation for making the proposed revision; 2) a current budget with the proposed changes made in the same format; and 3) a detailed line item budget explanation attached.
3. Budget revision requests will not be accepted after **April 30, 2012**.
4. Initial appeals of denied budget revision requests are made, in writing, to the Director, Infectious Disease Bureau. Further appeals may be submitted, in writing, to the Executive Director of the Boston Public Health Commission.

A *Sample* budget revision request narrative, budget (in required format), and budget justification can be found on pages 34-36.