

**College of the Siskiyous
Expenditure Reclassification Request**

To: Accounting

From: _____

Date: _____

Please make the following Changes to my Expenditures:

Expenditure Categories and Numbers (ie., Travel-11-20-x-52xx-xxxxxx-053)	Increase Expenditure	Decrease Expenditure

Reason:

Budget Manager's Approval: _____

Administrative Approval: _____

Grants & Categorical Approval: _____