

# 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 for approval.
4. The request will be reviewed by the President/Cabinet; the President and VPFA will make the final approvals.
5. The fiscal agent will be notified of the final decision. If approved, the additional budget will be loaded.

**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