



**Office of Commonwealth Libraries**

**Library Services and Technology Act  
Budget Revision Request Form Instructions**

- All budget revisions must be discussed in advance with the assigned grant monitor and a *Budget Revision Request Form* must be submitted for approval.
- Prior written approval is required if the amount of money that you request to move is greater than 10% of the total award. Justification must include evidence that the scope of the project has not changed.
- All budget revisions must be approved by May 31.
- Any adjustments in approved budgets must be documented and the documentation retained in project files. The most current approved budget figures must be reported on the financial report.
- Carryover of unobligated Library Services and Technology Act funds is not permitted. All funds must be encumbered by the grant end date and expended within 30 days.
- Grantee will be notified of approval or disapproval of revision request.

**Completing the form:**

1. Use the information in the grant agreement to complete the first section.
  - Enter the entire Current Approved Budget.
2. Complete the second section by entering current budget and proposed adjustment.
  - If requesting a decrease in funds enter a negative sign ( - ) in front of the amount.
  - Otherwise enter the amount you're requesting to add.

<b>Budget Category</b>	<b>Current Approved Budget</b>	<b>Proposed Adjustment</b>	<b>Revised Budget*</b>
<i>Salaries/Wages/Benefits</i>			
<i>Consulting Fees</i>			
<i>Travel (at State rate)</i>			
<i>Supplies/Materials</i>	\$700.00	-\$75.00	\$625.00
<i>Equipment</i>			
<i>Services</i>	\$200.00	\$50.00	\$250.00
<i>Indirect Costs</i>			
<b>Grant Totals</b>	\$900.00	-\$25.00	\$875.00

**\*Please note: The revised budget amount will automatically calculate.**

3. A justification for the requested revision is required. Justification must include evidence that the scope of the project has not changed.

**Submitting the form:**

This completed form, with an original signature, is to be mailed to:  
 Pennsylvania Department of Education  
 Office of Commonwealth Libraries  
 Attn: LSTA  
 Forum Building, Room 221  
 607 South Drive  
 Harrisburg, PA 17120-0600



Office of Commonwealth Libraries

# LSTA Budget Revision Request Form

**For OCL Use Only**

Approved: \_\_\_\_\_

Disapproved: \_\_\_\_\_

Grantee: \_\_\_\_\_

Grant # (FC or MO): \_\_\_\_\_

Project Title: \_\_\_\_\_

Completed by: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Budget Category	Current Approved Budget	Proposed Adjustment	Revised Budget	Justification for revision request
<i>Salaries/Wages/Benefits</i>				
<i>Consulting Fees</i>				
<i>Travel (at state rate)</i>				
<i>Supplies/Materials</i>				
<i>Equipment</i>				
<i>Services</i>				
<i>Indirect Costs</i>				
<b>Grant Totals</b>				
Cash Match				
In-Kind				
<b>Project Totals</b>				

Electronically submit LSTA Budget Request to: [ra-lsta@pa.gov](mailto:ra-lsta@pa.gov)  
 Please put LSTA Budget Revision Request, followed by the Grant Number in the subject line.

Mail signed request to: Pennsylvania Department of Education  
 Office of Commonwealth Libraries  
 ATTN: LSTA  
 Fourm Building, Room 220  
 607 South Drive  
 Harrisburg, PA 17120-0600

**Budget Revisions Must be approved by May 31**

**Please round to the nearest whole number when completing this form.**