



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.

Below is an example:

Budget Category	Current Approved Budget	Proposed Adjustment	Revised Budget*
<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>			
Grant Totals	\$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:

1. Click the 'Submit by Email' button located at the bottom of the form.
2. Put LSTA Budget Revision Request, followed by the FC contract number in the subject line.



Office of Commonwealth Libraries

LSTA Budget Revision Request Form

For OCL Use Only

Approved: _____

Disapproved: _____

Grantee: _____

Contract # (FC): _____

Project Title: _____

Completed by: _____ Title: _____

Telephone: _____ Email: _____

Signature: _____

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>				
Grant Totals				
Cash Match				
In-Kind				
Project Totals				

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

Electronically submit LSTA Budget Request by clicking the '**Submit by Email**' button below.

Please put LSTA Budget Revision Request, followed by the FC contract number in the subject line.

Budget revisions must be approved by May 31

Questions? Contact ra-LSTA@pa.gov