

"DRAFT"

Quarterly Agency Requested Funding Adjustments

26.5 Funding Adjustments within the Base Allocation - W-2 Contract Agencies may request to transfer funding between Services and Benefits or transfer funding from Administration to Services and/or Benefits once each calendar quarter.

Requests received by the last business day of each calendar quarter will be processed in the first month of the following quarter. For example, requests received by 03/31/06 will be processed in April 2006.

Agency _____

Date of Request _____

Contract Code	Contract Code Description	Current Contract Amount	Contract Change Requested Incr/(Decr)	Amended Contract Amount
2100	Administration			\$0
2200	Services			\$0
2400	Benefits			\$0

Requests should be submitted to your Contract Manager who will forward them on to the BDS W-2 Grants and Contracts team for processing.