



Commonwealth of Virginia
Virginia Department of Criminal Justice Services
In-Line Budget Adjustment

Agency Name _____ **Grant #** _____

In-Line Budget Adjustments allow you to move funds within the same budget category. In-line adjustments can be submitted to your grant monitor anytime during the year, but must be approved by your grant monitor prior to funds being expended. Once the adjustment is approved, retain documentation of the adjustment for your records. To submit a request for an in-line adjustment, send an email with the "In-Line Budget Adjustment" form to your grant monitor that explains:

- Why the change is being requested
- Where the funds are being moved *to*
- Where the funds are being moved *from*

Personnel - Salary	
<i>Justification:</i>	
Personnel - Fringe	
<i>Justification:</i>	
Consultants	
<i>Justification:</i>	
Travel	
<i>Justification:</i>	

Equipment	
<i>Justification:</i>	

Supplies and Other	
<i>Justification:</i>	

Additional Comments: