



**BRONX COMMUNITY COLLEGE**  
**BUDGET OFFICE**  
**BUDGET MODIFICATION FORM**

Please use this form to request movement of funds from one Expense Code to another (OTPS or PS). This form may be used for up to three (3) Budget Modification requests. A list of Expense codes is provided below for reference. Please return all completed forms to the Budget Office, Colston Hall 813.

Department: \_\_\_\_\_ Division: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Fiscal Year: \_\_\_\_\_

Exp. Code to Decrease	Exp. Code to Increase	\$ Amount
(1)		
(2)		
(3)		

Reason for Adjustment(s):
(1)
(2)
(3)

Dept. Head Approval: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

V.P. Approval: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**OTPS Codes**

80061	Supplies & Materials General	80077	Library Books	80086	Heat Light and Power
80062	Automotive Suppl. & Materials	80078	Other Serv and Charges General	80087	NonOvernight Trvl Exp Special
80063	Motor Vehicle Fuel	80079	Telephone and Other Comm	80088	Overnight Trvl Exp Special
80064	Med Surgical & Lab Supply	80080	Off Svc Membership Dues Fees	80089	Higher Ed Student Assistance
80065	Fuel Oil	80081	Maint and Rep of Motor Vehicle	80090	Special Services
80066	Postage	80082	Rentals of Misc. Equip	80091	Finan Assist College Students
80067	Data Processing Supplies	80085	Advertising	80093	Contractual Services General
80068	Equipment - General	80094	Telecommunications Maint	80104	Transportation Expenditures
80069	Telecommunications Equipment	80095	Maint and Rep Motor Vehicle	80105	Day Care of Children
80070	Motor Vehicles	80096	Mant and Rep General	80106	Training Prgm City Employees
80071	Med Surgical & Lab Equipment	80097	Office Equipement Maintenance	80107	Maint Oper of Infrastructure
80072	Office Furniture	80098	Data Processing Equip Maint	80108	Prof Serv Actcing and Auditing
80073	Office Equipment	80099	Printing/Copying	80109	Prof Serv Legal Services
80074	Security Equipment	80100	Security Services	80110	Prof Serv Engineer Architect
80075	Purch Data Processing Equip	80101	Temporary Services	80113	Fixed Charges General
80076	Books Other	80102	Cleaning Services		

**PS Codes**

Code	Description	Code	Description	Code	Description	Code	Description
100	Teaching F/T	150	Prevailing Rate F/T	166	Counseling	186	Shift Differential
110	Teaching Adjuncts (Fall)	160	College Assistants	168	Administrative Adjuncts (60%)	187	Assignment Differential
111	Teaching Adjuncts (Spring)	161	Tutors	180	Special Pay (Misc.)	188	Holiday Pay
120	Professional Non-Teaching	162	College Lab Tech	184	Overtime		
140	Non-Professional F/T	163	Student Aides	185	Longevity Differential		

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