



Memorandum

To: Office of Federal Grants

From:

Revision #:

Date:

RE: Federal Budget Revision Justification Letter

From				To			
Project Code	Org Code	Object Code	Amount	Project Code	Org Code	Object Code	Amount
Total			\$	Total			\$

Note: The total of the **From** column and the **To** column must be equal.
Please answer the following questions.

- 1. Why are these funds available?**
- 2. Why is the budget revision necessary?**
- 3. How will the funds be reprogrammed?**

Approved

Disapproved

LEA Program Manager

Federal Grants Manager

Date

Date