

<b>Instructions:</b>	<p>To request a budget amendment, please:</p> <p>(1) Complete the Amendment Rationale Tab and the Revised Budget Tab (if applicable) of this spreadsheet</p> <p>(2) Obtain the appropriate signatures on the Signatures Tab or Signatures PDF Page. Please note your GPSC must also sign the form prior to submitting it to OAEamend@tcsge.edu</p> <p>(3) Submit your completed Budget &amp; Project Amendment Form to OAEamend@tcsge.edu.</p> <p>For additional information, please visit the Budget Amendment Instructions &amp; FAQs located on OAE's website.</p>
<p><b>Please note, if you cannot electronically sign the form using the excel sheet, please use the PDF Signatures Page and submit that page along with your budget amendment.</b></p>	
Program:	
Date Submitted:	
Budget Amendment Number:	

Step 1 Signatures: Subrecipient & GPSC

Step 2 Signatures: OAE Staff

X

Program Administrator

X

VPA, Business Office Director, or  
Designee Signature

X

Grant Program Support Coordinator

X

Fiscal Operations Manager  
LaShelle White

X

Director of Accountability  
Rebecca Ellis

X

Assistant Commissioner of Adult Education  
Dr. Cayanna Good