



<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 attach all quotes 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>
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**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.**

Program:	
Date Submitted:	
Amendment Number:	
Amendment Type	

**Step 1 Signatures: Subrecipient**

X

Program Administrator

X

VPA, Business Office Director,  
or Designee Signature

X

President/Agency Head

**Step 2 Signatures: OAE Staff**

X

Karvecia Knight (Budget Amendment)  
Budget & Grants Specialist

X

LaShelle White (Budget Amendment)  
Fiscal Operations Manager

X

Bobby Creech (Project Amendment)  
Executive Director of Adult Education

X

Christy Elliott  
Director of Accountability

X

Dr. Cayanna Good  
Assistant Commissioner of Adult Education