
315.60**Budget Revisions**

Introduction The budget is part of the formal contract between the agency and the Iowa Department of Public Health. Revisions to the budget must follow this policy.

When approval is required Prior written approval is required for the following budget revisions:

- Budget line changes that exceed the maximum 10% on a cumulative basis and anticipated expenditures against a budget line not previously approved require a written request for a contract amendment.
- Acquisition of an additional item of equipment in Budget Category C (see Policy 340.10 for the definition of equipment).

Budget revision process The table below summarizes the actions needed for budget revisions:

IF...	THEN...
Budget line changes exceed the maximum 10% on a cumulative basis	<ul style="list-style-type: none"> • Submit a letter requesting a contract amendment and a summary of the proposed change(s), and • A revised budget summary page.
An additional item of equipment is purchased in Budget Category C	<ul style="list-style-type: none"> • A letter summarizing the proposed addition, and • A revised budget summary page.

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Budget Revisions, continued

Deadline for request

Submit a budget revision request before the end of the contract period. WIC staff will normally make a decision within two weeks of receiving the request.

Address for request

Address all budget revision requests to:
WIC Program Planner
Bureau of Nutrition & Health Promotion
Iowa Department of Public Health
Lucas State Office Building
321 East 12th Street
Des Moines, IA 50319-0075
