

INSTRUCTIONS

AMENDING A BUDGET

Material related to amending a Special Legislative Project.

1. Form FS-10-A Proposed Amendment for a Federal or State Project:

Use this form to amend an approved FS-10 Budget.

2. Attach a narrative explaining the change, if necessary.

3. MAIL: Three (3) completed copies of this form, at least **two (2) of the FS-10-A copies must include an original signature for your agency's Chief Administrator.**

4. Retain a photo copy of all forms for your files.

Please Mail to:

**New York State Education Department
Special Legislative Projects Unit
89 Washington Avenue – Room 136 EB
Albany, N.Y. 12234**