

Business Operations Series—6000

TRANSFER OF BUDGET APPROPRIATIONS

Originator:

1. Requests budget transfer via email stating need for transfer and amount.
 - 1.a. If the budget transfer is not an appropriation transfer, is between programs in the same department and within major categories, the director's or associate dean's approval is necessary.
 - 1.b. If the budget transfer is an appropriation transfer between areas as defined by the college or major categories, the executive dean's approval is necessary.

Approving Authority:

1. Approves transfer.
 - 1.a. If transfer is not approved, returns e-mail to originator with rationale.
2. Submits approved request to budget and finance department.

Budget and Finance:

1. Processes request.
 - 1.a. If budget transfer is an appropriation transfer, submits to Board of Education for approval.

September 9, 1991

Adopted College Council

June 7, 2006

Revised

February 26, 2015

Revised by College Executive Administration