

ADMINISTRATIVE PROCEDURE No. 5002

Budget Reprogramming

Date Adopted: 1-4 December 1997

Date Revised: 23-26 September 2002

Date Reviewed: 22-24 March 2014

References:

1. Requests for reprogramming (using the Budget Reprogramming Form) shall be submitted to the Comptroller by the different department /campus heads and endorsed by their respective Vice Presidents. The Comptroller then determines whether the request is within the 25% guideline.
2. Should the Comptroller find the request within the allowable limit, the request is forwarded to the Vice President for Administration for endorsement to the President.
3. The request is then submitted to the President who makes the final decision based on the justification of the Vice Presidents concerned and the recommendation of the Vice President for Administration.