

ADMINISTRATIVE PROCEDURE No. 5004

Increase in Approved Budget Expenditures

Date Adopted: May 1999

Date Revised: 29-30 May 2000

Date Reviewed: 22-24 March 2014

References:

1. The Business Finance Office, on a regular basis, shall prepare a report of all generated income per revenue centers.
2. A particular Department or Campus who exceeds its budgeted revenue, may apply in writing for an increase in approved budgeted expenditures. The respective Vice Presidents, stating therein the purpose of the increase in budget, shall properly endorse the same.
3. The Comptroller shall review the request and verify the increase in the budgeted revenue. The Comptroller shall certify the excess in the budgeted revenue and endorse the request to the Finance Committee.
4. The Finance Committee shall review the request and recommend for approval the request to the President or the Board of Regents, depending on the amount to be allocated as stated in the policy.