

**PRAIRIE VIEW A&M UNIVERSITY**  
**Administrative Procedures Manual**

**27.04.99.P0.01 Budget Changes**  
Issued May 15, 1998  
*Supersedes: APM 20.01*

1. Definitions

1.1 **Budget Increase** - This is a request to increase a budget for an account. A budget increase must be supported by a carry forward reserve, excess revenues, or a new grant or contract award.

1.2 **Budget Transfer** - This is a request to transfer budget authority (i.e. authority to spend) from one account to another. This is accomplished by reducing the budget in the sending account and increasing the budget in the receiving account.

2. Restrictions

Generally speaking, budget transfers should not be made between fund groups. That is, a transfer can be made from one 10000 series (E&G) account to another, but a transfer cannot be made from a 10000 series account to a 20000 series (Designated) account. There are exceptions (e.g. construction projects), but these are reviewed on an individual basis as requested.

3. Initiation

Budget increase and budget transfer requests must be initiated by the requesting department. To initiate such a request, the department must complete a Budget Transfer Request and route through the required approval channels, as indicated on the form and as required by TAMUS Policy. Upon approval by the applicable Vice President, the Budget Transfer Request form should be submitted to the Fiscal Affairs Department as follows:

Account	Submit To
Restricted (5-5XXXX)	Restricted Funds Office
Unrestricted (All Others)	Budget Office

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4. Required Approvals

The required approvals for budget requests involving University funds are as follows:

Type of Request	Dept. Head	Dean or Director	Vice President	Budget Control	Controller	VPFA	President	Chancellor	Board of Regents
Increases > \$300,000	T	T	T	T	T	T	T	T	T
Increases <= \$300,000	T	T	T	T	T	T	T		
Decreases	T	T	T	T	T	T			
Transfers Between Accounts	T	T	T	T	T	T			
Board Minute Order Appropriations				T	T				
C-1 Appropriations				T	T				

5. Processing and Distribution

The Budget Office will route the form through the remainder of the approval process and will notify the requesting department if the request is denied. A budget control number is assigned to all approved Budget Transfer Request forms and the forms are routed to the Accounting Office for entry into FAMIS. Copies of the forms are retained by the Budget Office, Accounting Office, and Restricted Funds Office (for Restricted Accounts only) and a copy is returned to the requesting department.

6. Forms

Budget Transfer Request forms may be purchased from Central Stores.

Contact: Budget Office