PURPOSE

The authority for expenditure of college unrestricted funds is given by the official operating budget approved by the TCL Commission. The expenditure of restricted funds, Federal, State, and Private Grants, is governed by the approved budget as contained in the grant award documents. This procedure lists the restrictions on budget changes and outlines the process for authorization and implementation of necessary changes.

PROCEDURE

1. General

   a. Budget transfers must be made in advance of any expenditure request that will exceed the established budget.

   b. Budget transfers for personnel items, salaries and fringes, are generally not permitted because of the contractual restrictions, and a change requires approval of both the Human Resources Director and the VP for Administrative Services.
c. A budget transfer within the unrestricted accounts of $50,000 or above requires TCL Commission approval.

d. Budget transfers are available primarily to provide an avenue for unexpected or emergency purchases that fall outside the normal budget planning process. Careful budget planning should result in adequate provisions for changes at the time of each scheduled budget revision.

2. Restricted Budgets

   a. Budget Changes are permitted when included within the provisions of the grant award documentation.

   b. Budget Changes not included within the grant provisions require written approval of the granting agency prior to implementation.

   c. Budget transfers within all grants require the approval of the institutional officer responsible for administering the grant.

3. Process for Budget Transfers

   a. Discuss the proposed changes with the authorized fund administrator and identify an account and object code within the department (or grant) with available surplus funds that may be transferred to the proposed expenditure account. If salary items are involved, discuss the needed changes with the Human Resources director.

   b. Complete the Budget Transfer Request Form and obtain the signature of the appropriate fund administrator.

   c. Forward the Budget Transfer Request Form to the VP for Administrative Services. A copy should be retained in the files of the requestor.

   d. Upon approval of the transfer the requestor will be notified by the Accounting Manager. Needed purchase requisitions can be resubmitted at that time (if applicable).