

AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

POLICY NO.: IV:01:02 DATE: July 20, 1981
SUPERSEDES POLICY NO.: IV:01:02 DATED: March 1, 1978
SUBJECT: Revisions to Operating Budget
APPROVED: Robert O. Riggs, President Robert O. Riggs

Responsibility: It is the responsibility of University department heads to perform their respective operations within the budgets approved by the President. No activity, department, or office of the University will expend funds in excess of approved budgets. For control purposes, the broad areas of the budget stand on their own. None may be exceeded nor may funds be interchanged without approval through the revision process described herein. No obligations of funds in excess of approved budget amounts may be made prior to completion of the revision process.

The Business Manager is responsible for maintaining an accurate record of all funds expended and obligated by activities of the University and employing appropriate controls to ensure that expenditures do not exceed authorized budgets.

Revision Requirements: Should operating requirements prove incompatible with approved budgets because of unforeseen circumstances, a budget revision request should be initiated.

Initiating Office: Department heads and administrative officials with approved operating budgets may initiate requests for budget revisions by means of means of form PPM IV:01:02 in accordance with procedures set forth in this policy.

PROCEDURES

1. When it is determined that a budget revision is necessary, the responsible office will complete the Budget Revision Form and submit the original and three copies through appropriate channels to the Budget Director.
2. Requests which are less than \$1,000 and which are within one functional area may be processed upon approval of the Budget Director and the Business Manager.

3. Other requests shall be submitted to the President for his approval prior to processing. Any request for a change in salary budgets must be approved by the President.
4. Upon approval of the budget revision, the Business Office will distribute copies to the budget section, the Computer Center, and the office requesting the revision. Revisions approved by the 24th day of the month will appear on the monthly printout of University budgets and expenditures.

AUSTIN PEAY STATE UNIVERSITY
Request for Budget Revision
(Send original and three (3) copies to Budget Director)

Date _____

NAME OF ACCOUNT	ACCOUNT NUMBER	CATEGORY (Salaries, Travel, etc.)	REVISION REQUESTED	
			Increase	Decrease
TOTAL				
Net Increase/Decrease				

This revision is advisable because (attach sheet if necessary):

Requested By: _____
Department Head or Administrative Official

Approved: _____
Dean or Director

Approved: _____
Vice President or other
Appropriate Authority

Approval Recommended
Approval Not Recommended

Comments:

Budget Director

Business Manager

Date

If increase in total university budget is required, complete following:
Additional justification for increase in total university budget:

Approved
Not Approved

President

Date

Revision No. _____