Budget Preparation

Policy Statement

The budgeting process is critically important to the University and every department must adequately prepare an annual budget for review and approval by university leadership. The University incorporates an automated budgeting process through the ECAMPUS application with multiple dates and deadlines in which steps of the budgeting process must be completed.

Reason for Policy

It is imperative for departments to operate within the provisions of the original budget, which has been reviewed and approved by the Board of Trustees. In this regard, each department must carefully prepare and monitor its approved budget in detail on at least a monthly basis.

Who is Governed by this Policy

Faculty and Staff

Policy


Definitions

This policy does not have definitions associated with it at this time. Upon periodic policy review this area will be evaluated to determine if additional information is needed to supplement the policy.
Procedures

This policy does not have procedures associated with it at this time. Upon periodic policy review this area will be evaluated to determine if additional information is needed to supplement the policy.

Forms

Budget Transfer Request Form

Related Information

This policy does not have related information at this time. Upon periodic policy review this area will be evaluated to determine if additional information is needed to supplement the policy.

Policy Owner

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Document History

- Last Reviewed Date: September 7, 2017
- Last Revised Date: September 17, 2017
• Policy Origination Date: Not known

Who Approved This Policy

Michael J. McLeod, Robert DeCarlo

Tags

Financial Affairs, Faculty, Staff