

PLANT FUND BUDGET TRANSFERS

Policy: All plant fund budgets are reviewed and approved by the Office of the Vice President for Student Affairs (OVPSA). Authorization and approval of plant fund budget transfers may only be granted by the appropriate decision authority.

Purpose: The purpose of this policy is to identify authority limits for requests to transfer plant fund budgets.

Scope: This policy applies to all plant fund accounts and the staff members responsible for the financial management of plant fund projects.

Procedure:

I. Transfer request to be funded by existing plant fund account(s):

The project manager shall send an email to the area director (executive director, facilities, RPS or ASC) responsible for project completion for approval, copying any intermediate supervisors, the associate director (AD) in the Housing Business and Human Resources office (HBHR) and the HBHR business manager. If the director approves the request via email, the HBHR accountant will prepare the necessary paperwork for the transfer.

II. Transfer request to be funded by reserves or surplus:

The project requestor shall send an email to the area director (executive director, facilities, RPS or ASC) responsible for project completion (new or existing projects) for approval, copying any intermediate supervisors, the HBHR AD and the HBHR business manager. If the director approves, the director will forward the request to the executive director via email for approval, copying all included on the initial email. If the executive director approves the request via email, the HBHR accountant will prepare the necessary paperwork for the transfer.

Reviewed: March 5, 2019
Revised: January 10, 2017
Revised: February, 2015