

# Arkansas State University - Jonesboro

---

**Effective Date: 07/01/91**

**Number: 05-05**

**Section: Finance and Administration**

**Subject: Budget Changes**

---

All requests for changes in the operating budget are maintained and approved by the Budget Office. Transfers within the same departmental organization must be processed electronically within Internet Native Banner or Finance Self Service.

Once a budget adjustment is entered into Banner by the department, budget revisions are immediately reflected in FGIBAVL but not in FGIBDST or Self-Service until final posting by the Budget Office.

## Exceptions:

The following budget transfers or adjustments must be processed manually by the Budget Office on the Budget Supplement/Adjustment form:

- Foundation transfers – A Foundation requisition form and a Budget Supplement/Adjustment form must be completed and delivered to the Foundation Office for processing. Once the Foundation Office staff processes the requisition form and a check is cut, Foundation Office staff then deposit the check at the Cashier's Window into the Foundation Clearing FOAPAL within the university's chart of accounts. Foundation Office staff then deliver the Budget Supplement/Adjustment form with the deposit receipt to the Budget Office for approval and posting.
- Permanent Budget Adjustments
- Revenue transfers
- Transfer which cross funds – this includes transfers from a carry-forward FOAPAL (13xxxxx) to E&G (110000)
- Transfers outside the department's budget – transfers which cross department organizations

After securing the appropriate signatures, the form is forwarded to the budget office for posting in Banner and/or the university's operating budget.

Reviewed on 06/11/13.