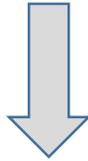


Budget Change Form Process Diagram

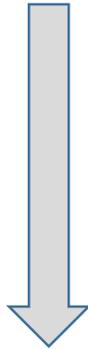
Department initiate budget change for unrestricted funds and SSSP match -

...need to check account balance to make sure there is enough money in the account and that all accounts used are valid existing accounts

...if account does not exist request account with Richard Kudlik prior to forwarding budget change



Forward BCF to VP of Administrative Services or Continuing Education VP for Signature
(who should review appropriateness of transfer, reverify fund availability and account accuracy)



Fiscal Services checks budget to process for all other funds



FD 11/13/24/31/33/61/62/63/71/72/74/76/79 - need to be signed by Adam O'Connor
FD 12-need to be signed by Richard Kudlik
FD 41/42/43-need to be signed by Peter Hardash or Adam O'Connor

Project Director of Special Projects Fund 12/33/74 and Fund 11 (match to a special project with the exception of SSSP) initiate budget change -

...need to check account balance to make sure there is enough money in the account and that all accounts used are valid existing accounts

...if account does not exist request account with Resource Development prior to forwarding budget change, Resource Developments submit account request to Richard Kudlik



Forward BCF for (**Health Center, Instructional Equipment, Lottery, and BSI special project**) to VP of Administrative Services or Continuing Education VP for Signature
(who should review appropriateness of transfer, reverify fund availability and account accuracy)



Forward Restricted Fund 12/33/74 and Fund 11 (match to a special project with the exception of SSSP) to Resource Development for Signature
(who should review appropriateness of transfer, that is allowable/approved by federal/state/local agency and account accuracy)



Special Projects with Restricted Fund 12/33/74 - will be checked by Accountant for accuracy and process

