

### Fund 13 (One-Time Funds) Rollover Exemption

Fund 13 (One-Time Funds) approved expenditures must be used in the same fiscal year approved – no roller of funds.

An exemption will be considered on a case by case basis if the following occur:

1. Recipient of funds met all purchasing deadlines (purchase requisitions were entered and approved on time).
2. A circumstance arises beyond the recipient's control (i.e. vendor delays).
3. Funds are available.

Steps to take:

1. Please provide a brief written narrative to the Director, Campus Budget & Accounting as to why the funds could not be used in the fiscal year for which they were approved. This request must be made in writing by the end of the 2nd week of July in order for approval to be planned and budgeted for in the upcoming fiscal year.
2. Vice President of Administrative Services will discuss in Presidents Cabinet.
3. A decision will be provided to the recipient.