



**STUDENT DEVELOPMENT AND ENROLLMENT SERVICES
PROCEDURES**

SUBJECT: Budget Transfer Requests	Effective Date: 9-30-11	Procedure Number: 3-002	
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APPLICABILITY/ACCOUNTABILITY:

The procedure applies to all budget transfer requests, regardless of funding source, made by any department within Student Development and Enrollment Services (SDES).

BACKGROUND INFORMATION:

Academic Affairs requires that all budget transfer requests involving an education and general (E&G) department be submitted by the division's budget representative. SDES requires that all budget transfer requests regardless of funding source be reviewed and submitted by the Assistant Vice President, Budget and Personnel or his/her designee.

DEFINITIONS:

Senior Leadership Team (SLT) Member: An Associate Vice President who reports to the SDES Vice President.

PROCEDURES:

1. Complete the Budget Transfer Request form utilizing the instructions and form found on the Finance and Accounting website.
2. The requestor is the department director. The recommended line is the appropriate SLT member. The approved line will be completed by the division's budget representative.
3. Do not select a budget transfer number, as that will be assigned by the division's budget representative.
4. Budget authority can only be transferred between the same funding source.
5. After the form has been completed, the requesting department should send an e-mail to the appropriate SLT member and attach the Budget Transfer Request form.

6. If the SLT member approves of the request it should be forwarded to the Assistant Vice President, Budget and Personnel.
7. If approved, the Assistant Vice President, Budget and Personnel will assign a budget transfer number and notify the SLT member and requesting department.
8. If denied, an e-mail explanation will be provided to the SLT member and requesting department.

RELATED INFORMATION:

UCF Policies
<http://policies.ucf.edu>

UCF Regulations
<http://regulations.ucf.edu>

RELATED DOCUMENTS:

Budget Transfer Request Form
http://www.fa.ucf.edu/Forms/Forms.cfm#Forms_Budget

CONTACTS:

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PROCEDURE APPROVAL:

Procedure Number: 3-002	
SLT Member Responsible: <u>S. L. Ekern</u>	Date: <u>9/29/11</u>
SDES Procedure Review: <u>David L. Pavlonnis</u>	Date: <u>9/29/11</u>
SDES Vice President: <u>Maribeth Ekern</u>	Date: <u>9/29/11</u>