

**PRAIRIE VIEW A&M UNIVERSITY
UNIVERSITY ADMINISTRATIVE PROCEDURE**



27.04.99.P0.01 Budget Changes

Approved May 15, 1998
Revised December 21, 2021
Next Scheduled Review: December 01, 2026

UAP Purpose

The purpose of this University Administrative Procedure (UAP) is to establish requirements and approval controls related to budget changes.

Official Procedures and Responsibilities

1. RESTRICTIONS

1.1 Generally speaking, budget transfers should not be made between fund groups. That is, a transfer can be made from one 100000 series (E&G) account to another, but a transfer cannot be made from a 100000 series account to a 200000 series (Designated) account. Any exceptions (e.g. construction projects), will be reviewed on an individual basis as requested.

2. INITIATION

2.1 Budget change requests should be initiated by the requesting department. To initiate such a request, the department must submit a Departmental Budget Request (DBR).

2.1.1 The DBR is an electronic request to move budget (or funds) from one account (source) pool to another account (destination) pool in CANOPY with electronic routing and approvals.

3. REQUIRED APPROVALS

3.1 The required approvals for budget requests involving University funds are as follows:

Type of Request	Dept. Head	Dean/ Director	Vice President	Budget Control	Asst. VP for Financial Mgmt Svcs	SVPBA	President	Chancellor	Board of Regents
*Increases > \$300,000	X	X	X	X	X	X	X	X	X
*Increases <= \$300,000	X	X	X	X	X	X	X		
Decreases	X	X	X	X	X	X			
Transfers Between Accounts	X	X	X	X	X	X			

Type of Request	Dept. Head	Dean/ Director	Vice President	Budget Control	Asst. VP for Financial Mgmt Svcs	SVPBA	President	Chancellor	Board of Regents
Board Minute Order Appropriations				X	X				
C-1 Appropriations				X	X				

*\$300K limit pertains to funds not previously approved by the Board

Related Statutes, Policies, Regulations and Rules

[System Policy 27.04 Budget Authorizations, Limitations and Delegations of Authority](#)

[System Regulation 27.04.01 Chancellor's Delegations of Authority Related to Budget and Fiscal Changes](#)

[UAP 27.04.01.P0.01 President's Delegation of Authority Related to Budget and Fiscal Changes](#)

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