



ASUB Standard Operating Procedure – 2204

Standard Operating Procedure Synopsis

Title: **BUDGET ADJUSTMENT**

Approval Date: April 20, 2022

Revision Date, if applicable:

Review Date(s): April 12, 2023

Annual Review Date: April

Responsible Officer (RO): Vice Chancellor for Finance and Administration

Standard Operating Procedures Manager (PM): Controller

A. Purpose and Scope

This procedure outlines the process for requesting a budget adjustment. The purpose for requesting a budget adjustment is to move money from one budget account category to another.

B. Definitions

Budget Account Categories –

- Salaries
 - 610000 – Teaching
 - 611000 – Non-Classified
 - 612000 – Classified
 - 615000 – Part-Time Labor

- Supplies and Non-Capital Equipment
 - 710000

- Travel
 - 720000

- Capital Equipment
 - 730000

VCFA – Vice Chancellor for Finance and Administration

C. Procedures

When funds need to be moved from one category to another or from one budget account to another,

1. Complete the budget adjustment form
2. Obtain supervisory signatures
3. Send to the Controller's Office for approval.
4. The Controller's Office will then send to the VCFA for final approval.
5. The VCFA Fiscal Support will key the adjustment.

D. Related Information

[SharePoint Budget Adjustment Form](#)