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## ASUB Standard Operating Procedure – 2204

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### Standard Operating Procedure Synopsis

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Title: **BUDGET ADJUSTMENT**

Approval Date: April 20, 2022

Revision Date, if applicable:

Review Date(s): April 12, 2023; April 17, 2024; April 9, 2025

Annual Review Month: April

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

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### A. Purpose and Scope

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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.

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### B. Definitions

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#### *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

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**C. Procedures**

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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

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**D. Related Information**

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[Budget Adjustment Form](#)