

AP 6260 - Transfer of Budget Appropriations

- Originator:**
1. Requests budget transfer via email stating need for transfer and amount.
 - 1.a. If the budget transfer is not an appropriation transfer, is between programs in the same department and within major categories, the director's or associate dean's approval is necessary.
 - 1.b. If the budget transfer is an appropriation transfer between areas as defined by the college or major categories, the executive dean's approval is necessary.
- Approving Authority:**
1. Approves transfer.
 - 1.a. If transfer is not approved, returns e-mail to originator with rationale.
 2. Submits approved request to budget and finance department.
- Budget and Finance:**
1. Processes request.
 - 1.a. If budget transfer is an appropriation transfer, submits to Board of Education for approval.

September 9, 1991
Adopted College Council

June 7, 2006
Revised

February 26, 2015
*Revised by College Executive
Administration*