

**BUDGET REALLOCATION PROCEDURE
UNRESTRICTED DEPARTMENTS (FUND 110)**

Revised as of March 2007

The completion of a Budget Reallocation Request form (exhibit “A” attached) is required for:

1. Permanent or Temporary transfers between departments.
2. Permanent or Temporary transfers from salary & wages to supplies & equipment.
3. Permanent or Temporary transfers from supplies & equipment to salary & wages.¹
4. Permanent or Temporary transfers from contingency account.


The completion of a Budget Reallocation Request form is NOT needed for temporary transfers between supplies & equipment object codes with certain exceptions:

1. The release of contingency funds requires the completion of a budget reallocation form.
2. If the department’s overall funds in supplies & equipment is in a deficit balance. (This would be an overall deficit balance in object codes 53xx, 54xx and 55xx. To know if a deficit balance exists for these object codes please refer to the procedure below).

The Budget Reallocation form is now an ELECTRONIC/FILL-IN form (exhibit “A” attached.) **To complete the form follow these instructions:**

1. Open file from the Controller’s Website or click on the link below
http://www.usip.edu/controller/forms/budget_realloproced.pdf
2. Fill-in all necessary fields that will identify the accounts and amounts to be transferred between departments.
3. Type in your name for “Department Approval”
4. Email the completed form to the next appropriate person for approval. Your email to the next person will be support for your approval.
5. Save a copy of the completed form for your records.
6. Each Approver should type their name in the form in the appropriate block, save a copy of the form for their records, and email the form to the next appropriate Approver. Your email will be support for your approval.
7. The Subject line of the email should be **“Budget Reallocation Request”**

Procedure to utilize the WebAdvisor, My Budget, to determine overall supplies & equipment available funds and balances:

1. Log into WebAdvisor, My Budget
2. Click on “Budget Selection”
3. Type in Fund “110”
4. Type in Unit e.g. “12345678”
5. Type in Object “53” (tab), “54” (tab), “55”
6. Tab to “Sort By”, check off “Fund” and “Unit”
7. Tab to “Fiscal Year” click drop down arrow and click on the budget year
8. Press 
9. Results will display as similar to the example on the following pages (Exhibit “B1”&”B2”):

¹ Any transfers from supplies & equipment to salary & wages require an additional transfer of funds to cover fringe at 30% of salary.

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BUDGET REALLOCATION REQUEST

Date

Fiscal Year:

Check the appropriate box:

Permanent Transfer:

Temporary Transfer:

Subtract from:

Add to:

Fund	Department	Object Code	Amount	Fund	Department	Object Code	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Explanation:

Departmental Approval: _____

Budget Dept. Approval: _____

Date: _____

Date: _____

If above entries involve salary account the following additional signatures need to be obtained before this sheet is forwarded to the Controller's Office:

Dean: _____

Applicable Vice President: _____

Vice President of Finance Administration & Treasurer: _____

Budget selection

Funds	<input type="text" value="110"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Units	<input type="text" value="12345678"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Objects	<input type="text" value="53"/>	<input type="text" value="54"/>	<input type="text" value="55"/>	<input type="text"/>	<input type="text"/>
Projects	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save GL Component Selection

Sort by **Subtotal**

<input type="text" value="FUND"/>	<input checked="" type="checkbox"/>
<input type="text" value="UNIT"/>	<input checked="" type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>

Fiscal Year

Actuals Begin Date

Actuals End Date

Exhibit B2

The following report will be produced:

GL Account	U/P	GL Description	Budgeted	Requisitioned	Encumbered	Actual	Funds Available
110 12345678 5363		BUDGET REALL DEPT : DUPLICATING SUPPLIES	5,000.00	0.00	0.00	141.71	4,858.83
110 12345678 5411		BUDGET REALL DEPT : OFFICE SUPPLIES	9,000.00	0.00	1,197.00	1,128.54	6,674.46
110 12345678 5419		BUDGET REALL DEPT : OPERATIONAL SUPPLIES	2,743.001	0.00	0.00	784.58	1,958.42
		Unit Total	16,743.00	0.00	1,197.00	2,054.29	13,491.71
		Fund Total	16,743.00	0.00	1,197.00	2,054.29	13,491.71
		Grand Total	16,743.01	0.00	1,197.00	2,054.29	13,491.71

Funds Available (**Grand Total**) reported for 110-12345678 is 13,491.71. This reflects a positive balance of funds available. Therefore no reallocation is needed. If the funds available were a negative amount a budget reallocation would be needed.