



## Policy # 51001

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### BUDGET IMPLEMENTATION PROCEDURES

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**Effective Date:**

**Revised Date:** New

**Responsible Office:** Office of Budget and Planning

**Division:** Finance

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#### **I. PURPOSE/OBJECTIVE**

This procedure provides guidance as to how budgets are established and processed by Grambling State University to assure that funding limits are not exceeded and available funds do not lie dormant.

#### **II. ANNUAL BUDGET IMPLEMENTATION**

Grambling State University's Operating Fund budget is generally established in the Banner System by July 5<sup>th</sup>. It reflects the planned operating revenues and expenditures of the University for the ensuing fiscal year by organizational hierarchy. Once the budget has been established, departments/organizations may view their budgets and commence with processing their departmental spending requests as follows:

##### **A. VIEWING DEPARTMENTAL BUDGETS**

Each year, the President, Vice President, Deans and Department Heads are provided an official copy of the current year Operating and Auxiliary Fund budgets. Copies are hand delivered to the President and Vice-Presidents' offices. Deans, Department Heads and Directors must sign for their copies in the Office of Budget and Planning. Departments may also view their budgets via the Banner System.

##### **B. PROCESSING SPENDING REQUESTS**

Expenditure budgets are established at the major pool account line such as Travel, Operating Services, and Supplies, but are processed at the detailed account line such as Travel In-State, Travel Out-of-State, Utilities and Office Supplies. Departments must submit spending requests at the detail account line for an amount not to exceed the available balance in the major pool account line. Departments needing to process requests in excess of the available balance in the major pool account line must refer to the Budget Revision Procedure.