

**PALO ALTO COLLEGE
COLLEGE PROCEDURE**

Procedure Number: B 03.0
Procedure Title: Funding Request
Relevant Board Policy:
Originating Unit: Campus Budget Office
Maintenance Unit: Vice President of College Services

I. Purpose: To outline a procedure for requesting additional funding from the budget office for special projects or for other expenses which were not included in the approved budget.

II. Procedures Statement:

When a division or department expects to incur more expenses in a fiscal year or will manage a new project or activity, which would exceed the approved budgeted dollars, a Funding Request Form must be submitted to administration for approval.

- A. Before requesting additional funds from the budget office, the division or department must first contact the area's director, dean, and vice president for additional funding.
- B. If neither the director, dean, or vice president for the area has funds to partially or fully cover the expenses, the department may start gathering information required to fill a Funding Request Form.
 - a. This may include all or some of the items listed in the "Checklist" portion of the Funding Request Form. Additional documents that support your request may be added, if needed.
- C. Form requires the department's budget manager, dean, or director's signature certifying estimates/actual costs on the form are within the appropriate amount for the type of expense. He or she agrees that no expense(s) incurred with the budget increase will roll-over to the following fiscal year and that any projects or activities will be completed by the date specified on the form.
- D. Form also requires the area's vice president's signature and the president's signature.
- E. Once form is approved by all required parties, the form attached with all additional documents must be submitted to the office of the Vice President of College Services for final processing.
- F. Department will receive a notification through e-mail and/or phone call from the budget office notifying them that funds have been transferred to account noted on the Funding Request Form.

Attachment:
Funding Request Form

Issued: March 25, 2015
Dated

Approved: Dr. Mike Flores
President