



## Levels of Approving Authority

DEFINITION: Approving Authority relates to the individual(s) who must sign a budget transfer in order for it to be processed through the accounting system.

POLICIES AND PROCEDURES: All transfers of funds from one part of the budget to another will be reviewed in the discussion phase and approved in advance by the Budget Office.

1. All dialogue regarding a potential budget transfer and use of lapsed salaries will be held with the Budget Officer. The Budget Officer will gather the necessary information and work with the individual developing the proposed transfer.
2. All requests for budget transfers will be processed in accordance with TBR policy 4:01:00:00.
- 3a. All Divisions Except Academic Affairs:

Budget transfer forms between departments and/or object classifications resulting from changes in priorities will be approved at one level higher than the affected unit(s) and further by the Division Head. Specifically:

- a. Transfers within the same cost center between objects classifications (travel, operating, equipment, etc.) require the department head's approval and the appropriate College or Office approval, further the Division Head.
- b. Transfers between two cost centers require the College or Office level approval and further the appropriate Division Head.
- c. Transfers between two colleges or major units, require the Division Head's approval.
- d. Transfers between Divisions and/or functional area require the President's approval.
- e. Any request involving the addition or deletion of a position requires President's approval.
- f. Any request in excess of \$10,000 requires President's approval.

- 3b. Academic Affairs Division:

Budget transfer forms between departments and/or object classification resulting from changes in priorities will be approved at one level higher than the affected unit(s) without further approval by the Division Head unless applicable. Specifically:

- a. Transfers within the same cost center between object classifications (travel, operating, equipment, etc.) require the department head's approval and the appropriate College or Office approval.
- b. Transfers between two cost centers require the College or Office level approval.
- c. Transfers between two colleges or major units, require the Division Head's approval.
- d. Transfers between Divisions and/or functional area require the President's approval.
- e. Any request involving the addition or deletion of a position requires President's approval.
- f. Any request in excess of 10,000 requires Presidents approval.