

**AUSTIN PEAY STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUAL**

Policy Number: 4:021	Supersedes Policy Number: 4:021
Date: June 8, 2009	Dated: October 9, 1995
Subject: Budget	Mandatory Review Date: June 8, 2014
Initiating Authority: Vice President for Finance and Administration	TBR Policy/Guideline Reference: <a href="#"><u>4:01:00:00</u></a>
Approved:	President: Signature on File

Austin Peay State University follows the policies and procedures documented in Tennessee Board of Regents Policy [4:01:00:00](#) in reference to Budgets. The policy can be accessed at the following web site:

<http://www.tbr.edu/policies/default.aspx?id=1026>

In addition Austin Peay State University follows the provisions below for Budgets:

The budget of Austin Peay State University is the approved formal plan of operation, expressed in dollars, for the fiscal year beginning July 1 of each year.

#### Budget Allocation

Budget allocations are divided into budget control accounts such as travel and operating. The amount allocated for each control account is the amount planned to be spent during the fiscal year.

#### Responsibility

It is the responsibility of University budget administrators to perform their respective operations within the approved budget. Budget administrators have no authority to expend funds in excess of approved budgets.

#### Budget Revisions

Should operating requirements prove incompatible with approved budgets because of unforeseen circumstances a budget revision request should be initiated by the departmental budget administrator and approved by the appropriate approving authority.

Budget revision procedures can be found at the following link:

[http://www.apsu.edu/fin\\_admin/budget.htm](http://www.apsu.edu/fin_admin/budget.htm)