
University policy delegates to Budget Managers the authority to approve various expenditures from their budget. Examples include office supplies, equipment, and travel expenditures. Combined with this authority is the responsibility to review all expenditures for accuracy and compliance with University Policy prior to approval.

Budgeting/Budget Control

Budget Managers are responsible for budget control to include the original entry of the budget and maintenance of positive balances throughout the year. The Budget Manager can make budget changes for object codes of 300 or greater. Requests to change Personnel object codes (100's and 200's) should be sent to the Financial Systems Manager on BA Form 4.

Purchasing

Budget Managers have the authority to approve purchase requisitions from their budget. Purchase requisitions are entered into the automated purchasing system. Budget Managers approve requisitions on line using their personal purchasing authorization code. The Financial Systems Manager issues this code.

Budget Managers should refer to University Policy IV:03:01, BA IV:03:01, or contact the Office of Purchasing with any questions.

Meal purchases must have approval using the Request for Meals/Entertainment Purchases.

This form also documents the business purpose of the meal and lists any University employees attending the function. Budget Managers should refer to University Policy IV:03:05, BA IV:03:05, or contact the Office of Purchasing with any questions.

Employee Travel

Employee and student travel expenditures are governed by several specific travel statutes and are closely audited by the State Examiners of Public Accounts. A separate brochure has been developed to provide the specific requirements for University travel.

Before submission for payment, Budget Managers should review the travel approval/reimbursement forms and assure that all travel procedures have been followed. All reimbursement amounts should be reviewed for compliance with University Policy.

Budget Managers should refer to University Policy IV:06, BA IV:06:01 for employee travel and University Policy IV:02:02, BA IV:02:02 for student travel. Contact the University Controller with any questions.

University Property

Budget Managers are responsible for all University property assigned to their area. The University Inventory Manager should be notified of any lost or stolen property. The University Inventory Manager should also be notified of any property transferred from one Budget Manager's area to another by completing a Property Accountability and Transfer Form.

Budget Managers should refer to Business Procedure IV:03:06 or contact the University Inventory Manager with any questions.

Summary

Budget Manager approval of expenditures indicates certification of accuracy and compliance with University policy. Unallowable expenditures approved and paid from a budget unit are the responsibility of the Budget Manager and may be required to be reimbursed to the University.

**BUDGET
MANAGER
RESPONSIBILITIES**

April 16, 2002
