

PROCEDURE

Number: 71-01

Title: Budget Revisions for Expenditures

Responsibility: Vice President of Finance and Administration

Original Approval Date: 07/01/2005

Last Cabinet Review: 00/00/0000

Last Revision: 04/14/2025

Reference (Policy and/or Procedure)

SBTCE:

FDTC: Policy# 70-1 Business Affairs – Presidential Responsibility and 70-8
Execution of Budget

Other:

Procedure Description

I. PROCEDURE

Budget revisions must be made in advance of any expenditures which would exceed the established budget.

With authorization from the appropriate budget manager, available budget funds can be transferred to another line-item budget. Authorization for the budget transfer should be forwarded to the email address: BusinessOffice@fdtc.edu and should include an amount (in whole dollars) as well as both budget line items (the line item to increase and the line item to decrease).