



OKLAHOMA CITY COMMUNITY COLLEGE

NO. 3042 BUDGET CONTROL

It is the responsibility of the accounting heads to control the expenditures within their accounting units so that expenditures within any object do not exceed the balance available for expenditure.

If a Purchase Order is presented to the Finance Office and funds are not available in the accounting unit's budget to cover the expenditure, the Finance Office will return the Purchase Order to the Purchasing Officer who will notify the head of the accounting unit of the additional amount required before the Purchase Order can be released.

It is the responsibility of the accounting unit head to initiate a request for budget allocation changes to cover the expenditure requests in the Purchase Order, or to request that the Purchase Order be canceled.

Effective Date: 12-20-1994