



OKLAHOMA CITY COMMUNITY COLLEGE

NO. 3043 BUDGET AND ALLOCATION CHANGES

- 1.0 The Request for Budget and Allocation Change forms allow for the transfer of funds between certain objects. These changes require approval of: the Accounting Unit Head, the Accountability Unit Vice President, and the Vice President for Administrative Services and Planning or his designated representative. When an object is being increased, another object must be decreased by an equal amount.
- 2.0 Changes between the departments within accountability units require the approval of: the Accounting Unit Head of the department from which funds are being transferred, the Accounting Unit Head where funds are being transferred to, the Accountability Unit Vice President and the Vice President for Administrative Services and Planning.
- 3.0 Budget changes requiring an increase in object of expenditures without an equal decrease in another object of expenditure are in effect an increase in our approved budget and thus the approval of our Board of Regents and the approval of the State Regents are required.
- 4.0 When changes are made that involve salaries, the Finance Office will calculate the necessary changes to staff benefits and make the changes accordingly. Changes that involve salaries need to be coordinated with Human Resources.

Effective Date: 12-20-1994