

Budget Revision Process

An approved budget is awarded to each Title III Activity Director yearly. The budget includes approved line items and a total allocation according to the proposal submitted and approved by the U. S. Department of Education. In some cases, the approved budget may need to be modified within reason to accommodate purchases. This process provides step-by-step procedures to revise the activity budget.

Procedure

In order to revise the approved Title III or SAFRA budget, Activity Directors must first make sure that the request is allowable. A simple review of the approved budget justification will reveal budget categories that are available to you. Be sure to avoid changing the scope of your approved objectives as that would require agency approval. Any change to the budget will require a justification of why the budget change is requested; the objective that the change addresses and the line item from where you plan to move the additional funds.

Activity	Responsible Party
Review budget prior to requesting expenditure	Activity Director
Generate request to revise budget if necessary	Activity Director
Provide justification for the requested change	Activity Director
Review justification and change request for approval	Title III Coordinator
Determine if change request requires agency approval	Title III Coordinator
Submit document to agency for approval if necessary	Title III Coordinator
Provide response to Activity Director (approval or denial)	Title III Coordinator
If prior approval required, document file with response from agency and notify Business and Finance	Title III Coordinator
Make change to budget in Banner System	Business and Finance Contract And Grants Officer

The budget transfer form can be found by performing a search on the ECSU website → forms and documents → Title III/SAFRA Budget Transfer Request Form

September 13, 2017