

Request for Additional Funds Procedures

Requests for permanent base budget allocations should be submitted on the “Budget Request for Permanent Funds” form. Requests for one-time funding are submitted on the “Request for One-Time Funds” form. If the need exists for funding for the remainder of a year and also requires future permanent funding in succeeding years, both forms must be completed.

All persons making requests for additional funding should take the following steps to make their requests:

- 1) The Department Head or Director should provide the department name, organization number, amount requested, and provide a detailed explanation outlining the purpose of the desired funds, and ultimately sign and date the request. The following should also be explained:
 - a) Why the funding cannot be provided within the department using uncommitted funds or a re-prioritization within the unit.
 - b) Indicate how this request relates to the mission of the University, strategic plan, and to the priorities and strategy of the department.

Supporting documentation for the request should also be included.

- 2) After the form is forwarded to the Dean’s/VP Office, he/she should consider the area’s ability to fund the request. If the Dean/VP cannot fund, he/she should provide the total permanent base budget for their College/VP area (only if request is for permanent funds), the change in base carryover for the College/VP area (total unrestricted reserve carryover funds if a one-time request), and the total base budget funding on vacant positions that are not in active searches. The Dean/VP should also sign and date the request if it is to be forwarded to the next level. The Dean/VP should also provide the following information:
 - a) Why the funding cannot be provided within the college/area using uncommitted funds or a re-prioritization within the college/area.
 - b) Indicate how this request relates to the mission of the University, strategic plan, and to the priorities and strategy of the college/area.
- 3) Academic requests should be sent to the Provost for approval. The Provost’s (or designee’s) signature is the authorization to seek additional funds from central administration. The Provost Office should justify the need to seek funding from the central administration. After signing, the Provost should forward to the Budget Office for review of and comment on the information submitted. If existing Provost funds are used to satisfy the request, no further action is needed.
- 4) Non-academic requests should go directly to the Budget Office. After receipt, the Budget Office will comment and forward to the EVP for review.
- 5) After approval from the EVP, the Budget Office will notify the departments and make the one-time transfer or hold for permanent allocation during the next budget cycle. All funding is contingent on availability and prioritization.

The submission of the associated form and approvals at all levels must be completed before any commitment requiring base budget allocations or one-time funding is considered.

******All requests for permanent funding should be completed in the period between November 1st & February 28th for consideration in the following year’s budget. ******