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Policy:

Responsible to operate efficiently and keep expenditures within the budgeted funds for the fiscal year.

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Procedure:

**I. Budget Request**

- A. A request for operating funds for the upcoming fiscal year will be prepared by the Business Manager under the guidelines of the campus Budget Office. In the case of a "stand-still" budget, no departmental request is necessary.
- B. Funds will be requested for each chart string and account number.
- C. Amounts requested will be based on historical information and current needs. Input will be solicited from the Director of Physical Plant, Associate Director, Assistant Director and Facilities Managers.
- D. The format and due date of the budget request varies each year, and is determined by the Budget Office.
- E. The Budget Office allocates available funds to the departments within the Medical Center.

**II. Monthly Review of Expenditures**

- A. The Business Manager will prepare reports from the monthly ledgers for the Director of Physical Plant.
- B. This report will recap expenditures by chart string and account number and will reflect percentage spent to date.