Sufficient Budget Required for Budget Adjustment Documents

As of September 14, 2010 all budget adjustments are required to have sufficient budget available in the “From” portion of the document in order to be approved. If budget is not currently available but adjustments are expected in the future that will cover the requested amount, please add a detailed message of explanation in either the Notes & Attachments section or the Explanation field.

Please see below for an example of what is expected on documents with insufficient budget available. The explanation in the red box is addressing the insufficient budget in account 1337100, and the future outcome.

If no explanation is provided, the budget adjustment will be disapproved. No email notification will be sent out, as has gone out in the past. Disapproved documents will contain a disapproval message reminding the initiator of this procedure.