

## 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.

<b>Budget Adjustment</b> <span style="border: 1px solid gray; border-radius: 50%; padding: 2px;">?</span>		<b>Doc Nbr:</b> 939374	<b>Status:</b> FINAL
		<b>Initiator:</b> cperegov	<b>Created:</b> 01:20 PM 08/31/2010

[expand all](#) [collapse all](#)  
\* required field

**Document Overview** ▼ hide

<b>Document Overview</b>	
<b>* Description:</b> GTA stipend enhancements	<b>Explanation:</b> GTA stipend enhancements from Grad School for FY11 (when transfers from VPR's Office are received, 1337100 will have a positive balance)
<b>Org. Doc. #:</b>	

**Financial Document Detail**

<b>* Year:</b> 2011	<b>Total Amount:</b> 194,571.00
---------------------	---------------------------------

**Accounting Lines** ▼ hide

<b>Accounting Lines</b> <span style="float: right;">? <span style="border: 1px solid gray; border-radius: 50%; padding: 2px;">hide detail</span></span>									
<b>From/Decrease</b>									
* Chart Code	* Account Number	Sub-Account Code	* Object Code	Sub-Object Code	Project Code	Organization Reference Id	Current Amt	Base Amt	Actions
CO Colorado State University	1337100 College Reallocations		5340 Budget Gta Salary				194,571.00	0	
Monthly Lines <span style="float: right;">▶ show</span>									
<b>To/Increase</b>									
* Chart Code	* Account Number	Sub-Account Code	* Object Code	Sub-Object Code	Project Code	Organization Reference Id	Current Amt	Base Amt	Actions
CO Colorado State University	1337420 Biochemistry-Salaries		5340 Budget Gta Salary				12,641.00	0	

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.