



Blue Mountain Community College *Administrative Procedure*

Procedure Title: Request for Change in Budget Authority
Procedure Number: 01-2007-0005
Board Policy Reference: IV.A.

Accountable Administrator: President
Position responsible for updating: AVP Finance & Business Operations
Original Date: June 7, 2007
Date Approved by Cabinet: 07-24-07
Authorizing Signature: *Signed original on file*
Dated: July 25, 2007
Date Posted on Web: 11-14-13
Revised: 01-10-11
Reviewed: 11-13

Purpose/Principle/Definitions:

During a given budget year, a department or program may require a change in budget authority such as an increase to address emerging issues or a decrease due to loss of resources. The request for change in budget authority form should be submitted to the Finance staff in order to process the change.

Forms: Request for Change in Budget Authority