

SOP #	F-006	Reference	Governance Policy Manual 7001 (Budget), 7001.1(Budget Transfers), 7001.2(Budget Transfer Restrictions). ASCC Policies & Procedures Manual
Title	Budget Review	Objective	To monitor and verify availability of funds.
Responsibility	Staff Accountant	Turn Around Time	1 Business Day
Forms:	DOF002_Return Item Form; DOF003_Budget Transfer Request Form		

OBJECTIVE:

To monitor and verify availability of funds as per approved budget.

Required information on **ANY** submitted item for budget review are (1) account no., (2) all appropriate authorizing signatures, (3) justification for expense. Any incomplete submittal will be returned to the originator with a “Return Item Form” explaining the reason for the return.

The Staff Accountant is responsible for communicating changes or inconsistencies of any submittal. This communication will be emailed to the Originator. Then the original documents will be forwarded back to Originator. Any further communication must be noted and attached to the submittal for documentation purposes.

The staff accountant may not change or alter the items on any submittal. Any changes must be done by the originator; authorization signatures must show acknowledgment of changes.

Step 1	Accountant receives submittal document for budget review from Finance Administrative Assistant.
Step 2	Accountant screens submittal document for authorizing signatures.
Step 3	Accountant reviews and analyze justification on submittal document.

	<ul style="list-style-type: none"> • Allow-ability of request • Availability of funding • Verify and/or request for FUND Code (For HRO documents only)
Step 4	Accountant verifies account number or corrects account number.
Step 5	<p>Accountant will stamp and sign the submittal document if it is budget approved; move onto Step 5.</p> <p>If a request needs additional information or clarification, Accountant will contact originator. A budget transfer may be required if funds are not sufficient. The budget transfer form must be completed and approved before the initial request is budget approved.</p>
Step 6	Accountant will log submittal document on budget spreadsheet.
Step 7	Accountant will return the stamped and signed submittal document to Finance Administrative Assistant to be forwarded back to originator