

Budget Escalations and Revisions

Summary/Purpose: All requests for escalations and revisions to university departmental budgets, permanent and temporary, must be submitted to the Budget Office for approval. The Budget Office will submit requests for approval, as required, to the Commissioner of Higher Education and the Board of Trustees of State Institutions of Higher Learning. This policy does not apply to designated and restricted funds.

Permanent budget revisions may be requested each spring during the operating budget process or at any time during the year by submitting a Request for Budget Revision (e-form 22) through the appropriate administrative channels. Permanent budget revisions affect the fiscal year for which submitted, as well as future fiscal years.

Temporary budget revisions may be requested at any time during the year by submitting a Request for Budget Revision (e-form 22) through the appropriate administrative channels. Temporary budget revisions only affect the fiscal year for which submitted.

All escalations to annual budgets of the institution and separately budgeted units must be submitted to the Budget Office for approval. The Budget Office will submit such requests to the IHL Board through the Commissioner of Higher Education for approval prior to implementation.

All realignments, or revisions to the annual budgets which do not increase the total amount of the budgets, must be submitted to the Budget Office for approval. The Budget Office will submit such requests to the Commissioner of Higher Education for approval prior to implementation and subsequent reporting to the IHL Board.