

# Norco College Budget Transfer Approval Process

Type A - Transfer within a major object. (Requires Area VP and VP of Business Services Approval)

Type B - Transfer between major object codes. (Requires VP, Associates VC, President or Chancellor and Board approval)

1. Budget Transfers (BTs) are initiated by division offices
  - a) Requestor runs a budget report in “View Financial Summary” in Galaxy to ensure sufficient funds are available for the transfer.
  - b) Requestor to include enough information in the reason for transfer line in the Budget Transfer form.
  - c) Select type of budget transfer (A or B).
  - d) Indicate whether the budget transfer is a permanent or one time transfer.

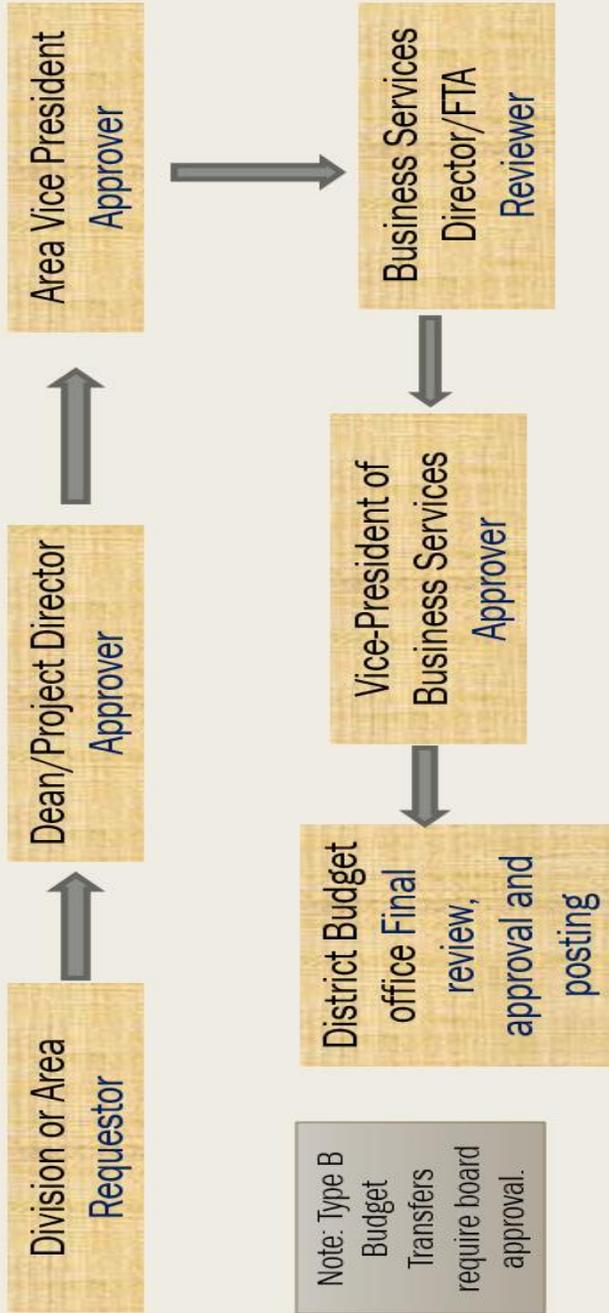
Please note: If a budget transfer involves more than three general ledger budget lines, the district will accept an excel spreadsheet with a column indicating the changes and a column calculating the result of the budget transfer. ***At the top on the sheet, include the reason for transfer, the type of budget transfer (A or B), and whether it is a permanent or one time transfer.***

2. If a budget transfer for Categorical/Grant funds requires certification from the granting agency, please attach approval.
3. Division Dean or Project Director approves and forwards BT to Area Vice-President for approval.
4. Area Vice-President approves and forwards budget transfer (BT) to Business Services to check for availability of funds, compliance and accuracy.
5. After budget transfer (BT) is verified, Vice-President of Business Services will approve and forward approved budget transfers to District Budget office via e-mail for final review, approval and posting and will include the Requestor and Dean or Program/Grant director and all others interested parties in the e-mail.
6. The originator of the budget transfer (BT) can check status of the budget transfer in “View Financial Summary” or “View Financial Detail” in galaxy.

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Note: Type B Budget Transfers require board approval.