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 includes enough information in the reason for transfer line in the Budget Transfer form. This is used when Business Services is creating the Board Report and lists the reason for the transfer.
   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, Business Services will accept an Excel spreadsheet with a column for each debits and credits 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. Load the budget transfer into Adobe Sign and follow the approval workflow found on Mustang Forms for either a Type A or Type B transfer for the appropriate approvers.

4. The Fiscal and Technical Analyst enters the transfer in Galaxy.

5. District Budget reviews, approves and posts the transfer in Galaxy.

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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