

Purpose

Often times during the year, unforeseen circumstances may create a need for a department or unit to request unbudgeted dollars for operations or capital. This policy details the process for requesting funding for unbudgeted items outside the normal Budget cycle.

Types of Requests

The following requests are covered by this policy:

Operating Budget Requests: A Department would like to request additional funding or budget for non-capital items needed during the year. The requesting Department must indicate if the request is one time or recurring for a number of years. Recurring funding from Central Sources is discouraged.

Capital Budget Requests: A Department would like to request additional space funding or budget dollars for capital items needed during the year.

Change of Operating Budget to Capital Budget: A Department may have operating budget for a certain item, but would like to request to utilize this budget on capital items. This is currently permitted for smaller items and is subject to an overall OHSU limitation. Conversely, capital budget may not be used for operating items.

Process for Requests

Departments needing to request additional space funding or budget should contact their budget representative to obtain the Request Form or obtain the form from the web at <http://www.ohsu.edu/xd/about/services/financial-services/managing/budget/index.cfm> under <http://www.ohsu.edu/xd/about/services/financial-services/forms/forms-policies.cfm>. The Department should complete the Request Form providing all information above and additional information on expenses, related revenues and time period to be covered by the request. Approval must be obtained from the appropriate Vice President before the Request Form is submitted.

Instructions for submitting the form can be found on the bottom of the Request Form and the Budget Contact or Director of Budget and Resource Management can assist with any questions.

Approvals

Requests under \$25,000 – the appropriate Vice President and the OHSU Comptroller will approve these requests.

Requests over \$25,000 – the appropriate Vice President, OHSU Comptroller and the Vice President for Finance will approve these requests.

Funding

Funding will need to be specified for each item. In some cases funding will be requested from Central Administration. In other cases, Departments may be making requests to spend Departmental funds that were not budgeted during the normal budgeting cycle.

The actual entries in the Financial Systems will vary depending upon funding. If the request is being funded centrally, then a central transfer will be made to the requesting Department. If the Department is funding a request, then the Department's budget will be changed to reflect the additional amount approved to be spent.

Administering Requests

The Vice-President for Finance in cooperation with the University Budget Department will be responsible for communicating with requesting Departments and administering the process.