

Fund 13 (One-Time Funds) Rollover Exemption

Fund 13 (One-Time Funds) approved expenditures must be used in the same fiscal year approved – no roller of funds.

An exemption will be considered on a case by case basis if the following occur:

1. Recipient of funds meet all purchasing deadlines (purchase requisitions are entered and approved on time).
2. A circumstance arises beyond the recipient's control (i.e. vendor delays).
3. Funds are available.

Steps to take:

1. Please provide a brief written narrative to the Director, Campus Budget & Accounting as to why the funds could not be used in the fiscal year for which they were approved.
2. Vice President of Administrative Services will discuss in Presidents Cabinet.
3. A decision will be provide to the recipient.