

Reallocation of Funds for Approved RAR Items

Funded by Fund 13 or Lottery Funds (P&B 5.4.21)

1. In general, approved funding for Resource Allocation Requests will be used for its documented/ approved intended purpose. Transferring of funds to use for a different purpose will not be allowed.

Example: Funding was approved for a request to buy classroom chairs and now the requestor would like to use funds for conference expenses.

2. In the case of an extraordinary event (something beyond a recipient's control), discuss the situation with the area leader (area Vice President or President). For each reallocation request under \$5,000, the area leader can review and approve as appropriate. Reallocation requests greater than \$5,000 will need to be reviewed and approved by President's Cabinet.

Example: You are approved to purchase a piece of equipment and this equipment is now no longer available or is on backorder (item cannot be delivered/received by the end of the fiscal year). Discussion regarding reallocation of funds can be initiated.

3. The Director of Campus Budget & Accounting will provide a summary regarding reallocation of approved RAR requests funded by Fund 13 and Lottery Funds to the Planning & Budget Committee at fiscal year-end.
4. At the end of each fiscal year, unused RAR items funded by Fund 13, have their funds go back to Fund 13 and become part of SAC's Fund 13 ending balance. Unused RAR items funded by Lottery Funds have their funds go back to Lottery Funds, and become part of SAC's Lottery Fund ending balance.