



**DARE TO DO MORE**

Community College

**Office of Finance and Business**  
**Policies and Procedures Compendium**

# COMPLETING THE BUDGET MODIFICATION FORM

Related Department(s): Business Office (E413)

Contact: x5388/x5509

Keywords:

**Bud. Mod.** - Budget Modification. A request to transfer funds from one Budgetary Account to another to cover the anticipated expenses.

Link(s):

Budget Modification Form:

[http://www.laguardia.edu/uploadedFiles/Main\\_Site/Content/Divisions/Administration/Business\\_Office/Budget/Budget-Modification-Request.pdf](http://www.laguardia.edu/uploadedFiles/Main_Site/Content/Divisions/Administration/Business_Office/Budget/Budget-Modification-Request.pdf)

Category Code Tip Sheet:

[http://www.laguardia.edu/uploadedFiles/Main\\_Site/Content/Divisions/Administration/Business\\_Office/Purchasing\\_Office/CUNYFirst\\_Code\\_Tip\\_Sheet.pdf](http://www.laguardia.edu/uploadedFiles/Main_Site/Content/Divisions/Administration/Business_Office/Purchasing_Office/CUNYFirst_Code_Tip_Sheet.pdf)

Last Modified: 11/11/2016



Community College

**DARE TO DO MORE**

**Office of Finance and Business  
Policies and Procedures Compendium**

**POLICY GOAL:** *To assist departments with covering anticipated expenses within their budget.*

**A Budget Modification is a request to transfer funds from one Budgetary Account to another to cover the anticipated expenses.**

The Budget Modification Form is used to transfer funds between Budget Accounts ONLY.

Up to four budget transfers can be included on one form. If additional budget transfers are needed, additional forms may be completed.

**Department:**

1. *Run or Print out the **CUNYfirst OTPS Budget report:***  
“CU\_BUD\_OVR\_OTPSEXP\_DEPT” to check the “Budget Balance Available” for each Budgetary Account.
  - o [http://www.laguardia.edu/uploadedFiles/Main\\_Site/Content/Divisions/Administration/Business\\_Office/Training\\_Materials/How-to-run-Read-your-OTPS-Budget-report.pdf](http://www.laguardia.edu/uploadedFiles/Main_Site/Content/Divisions/Administration/Business_Office/Training_Materials/How-to-run-Read-your-OTPS-Budget-report.pdf)
2. *Download* the fillable “**Budget Modification Form**” from the Business Office website:



Community College

**DARE TO DO MORE**

**Office of Finance and Business  
Policies and Procedures Compendium**

- [http://www.laguardia.edu/uploadedFiles/Main\\_Site/Content/Divisions/Administration/Business\\_Office/Budget/Budget-Modification-Request.pdf](http://www.laguardia.edu/uploadedFiles/Main_Site/Content/Divisions/Administration/Business_Office/Budget/Budget-Modification-Request.pdf)

3. ***Complete*** all the information requested on the fillable Budget Modification Form. (All the chartfields information needed on the form are on the CUNYfirst OTPS budget query report in step#1)
4. ***Email*** the Budget Modification form to the Budget Office's email address: "Budget@lagcc.cuny.edu" , with the Subject: Budget Modification

**Budget Office:**

1. Process the Budget Modification Form within 24-48 hours
2. Email the Budget Modification confirmation to the Department



Community College

**DARE TO DO MORE**

**Office of Finance and Business**  
**Policies and Procedures Compendium**

**PROCEDURE:** Follow the instructions below to complete the budget modification form

**DIVISION:** Use the dropdown list to select the Division that your department is in.

**PREPARED BY:** Type your name in this section.

**EXT:** Type your telephone extension in this section.

**AMOUNT:** Use whole dollars ONLY. For example, \$75.00. If you have a requisition for \$12.34, you will need to transfer \$13.00 to cover the entire amount.

**FROM DEPT.:** Use the dropdown list to select the department that the money will be transferred from.

**FROM BUDGET ACCT:** Use the dropdown list to select the Budget Account that the funds will be transferred from.

**TO DEPT.:** Use the dropdown list to select the department that the money will be transferred to (in most cases this will be the same as the 'From Dept.').

**TO BUDGET ACCT:** Use the dropdown list to select the Budget Account that the funds will be transferred to. This will be the Budget Account that will be used to make a pending purchase and can be found using Purchasing's Category Code Tip Sheet which can be found here:



**DARE TO DO MORE**

Community College

**Office of Finance and Business  
Policies and Procedures Compendium**

[http://www.laguardia.edu/uploadedFiles/Main\\_Site/Content/Divisions/Administration/Business\\_Office/Purchasing\\_Office/CUNYFirst\\_Code\\_Tip\\_Sheet.pdf](http://www.laguardia.edu/uploadedFiles/Main_Site/Content/Divisions/Administration/Business_Office/Purchasing_Office/CUNYFirst_Code_Tip_Sheet.pdf)

**FE ACCT/POSITION #:** Only complete this section if you are transferring budget from a Personnel Services line. The Financial Edge (FE) Acct/Position can be found on the monthly financial statements issued through the Budget Office. For example, in the FE account number 02-5xxx-12345-xxx-xxxx, the Position # is 12345.

**OPERATING UNIT:** Use the dropdown list to select the option that corresponds to the Operating Unit on the department budget overview report.

**PROGRAM CODE:** Use the dropdown list to select the option that corresponds to the Program Code on the department budget overview report.

**FUNDING SOURCE:** Use the dropdown list to select the option that corresponds to the Funding Source on the department budget overview report.

**SPECIAL INITIATIVE:** Use the dropdown list to select the option that corresponds to the Special Initiative on the department budget overview report.

**REASON:** List the reason/s that you are requesting a budget modification. For example:



Community College

**DARE TO DO MORE**

**Office of Finance and Business  
Policies and Procedures Compendium**

‘To cover Requisition xxxxx’

‘To purchase supplies/equipment/textbooks/paper etc.’

‘To create a blanket order for Proftech purchases’