

## BUDGETS

### **STUDENT AIDE**

- Fund 10 budgeted using hours – not dollars
- Budgets should be monitored regularly using the Student Aide Budget Status Web Report
- All other non-fund 10 Student Aide budgeted in dollars

## **BUDGET MONITORING**

- Budgets should be monitored on a regular basis using the web reports.
- Prior to sending any requests for payment to Finance & Business Services, the budget should be reviewed for sufficient available funds.

## **REALLOCATION REQUEST**

- A Reallocation Request Form is Used When Moving Budget From One Account or Department to Another (within the same fund).
  
- Not Needed For:
  - Correcting an actual charge (a journal entry request should be used)
  - Moving budgets between funds (a journal entry request should be used)
  - Moving budgets between “pool” accounts

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**Office of Finance and Business Services  
Reallocation Request Form**

**Fiscal Year:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

LINE DESCRIPTION	AMOUNT	FROM						TO					
		Fund	DeptID	Program	Class	Proj/Grt	Account	Fund	DeptID	Program	Class	Proj/Grt	Account
<b>Total</b>	0.00												

**Additional Comments/Descriptions:**  
 \_\_\_\_\_  
 \_\_\_\_\_

Approvals:	Print name	Signature	Accounts:
Dept Chairperson/Manager:	_____	_____	all accounts
Dean/Assoc VP:	_____	_____	travel, official reception, professional services
Executive Officers:	_____	_____	salaries, equipment, carryforwards
Human Resources:	_____	_____	carry forwards
OAGSR:	_____	_____	salaries
Treasurer's Office:	_____	_____	grants, contracts, enterprise programs
			salaries, carryforwards

**Note: Reallocations involving travel must be approved by the Treasurer's office**

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# QUESTIONS ON BUDGETS?



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