Budget Overrides

The Budget Office does not monitor uShop. If an override is needed you must send an email to request one. If the override is based on a flex, then we must have the flex in hand before we will evaluate the request.

The Budget Office cannot see an uShop cart until it has been approved and reached our level. The initiating department can follow the cart through the entire queue and can easily determine where the cart has stopped in the approval process.

Always take the following steps before making a purchase.

1. Check FGIBAVL for available balance first.
2. Prepare an on line budget revision if necessary.
3. Prepare a flex if necessary. Route for signatures and deliver to the Budget Office.
4. If a budget over ride is required, enter the requisition in uShop and send an email to Beth Roberts, robertsb.
5. Provide the following information in the email:
   - Requisition or cart number
   - Banner fund number
   - Banner account number
   - Amount of the requisition
   - Rationale for the override request. This should explain where the funding is coming from. If this action is associated with a flex, provide the divisional flex number.

Future Year Requisitions

Future year requisition overrides require an email request to Heidi Mallory, malloryh, with the cart number, fund, account, and amount. The rationale should be based on permanent budget in the line item. Check in the future year for budget before requesting an override. General fund budgets are usually entered in Banner by May 1st.

Query for permanent budget on FGITRND.

1. Enter query (F7)
2. Type “B%” in TYPE field
3. Return query (F8)