

Future requisitions *MUST* have a July 1, 2009 date in the transaction field.

Future Requisitions require two extra steps:

- 1.) General funds (1XXXXX accounts) require Budget Office Approval:

From the memo from Bob Russell, Director of Budgets:

"With the economy continuing to go south, and the uncertainty of next year's budget reductions facing us, one area that we want to ensure we are adequately reviewing is commitments of future budgets. We plan to do this by tightening up on the process of approving future requisitions.

"Currently, since we do not have a budget in Banner for FY 2009-10 any department that puts through a future year requisition requests an override from the budget office. This needs to change for the coming year.

"Effective April 1, 2009 before any future year requisition is approved by my office it must have approval from the respective Vice Chancellor (or designated Budget Manager). Therefore, the department requesting the future year requisition must submit an email through the divisional budget manager to my office (Craig Funderburk). This authority cannot be delegated below the VC level. We will not accept any phone calls, nor requests that do not have divisional budget manager approval. Once receiving this approval we (Craig) will process the override.

"This change in procedure only affects requisitions from general funds or overhead receipts."

- 2.) All funds will require a Budget Office override.

Once the over-ride has been processed by the Budget Office, the Requestor must go back into the requisition in Banner and complete it. Omitting this step will cause the requisition to remain in process and it will never print.