**Budget Overrides**

The Budget Office will monitor the budget override queue in uShop. If an override is needed the department must attach the Budget Override Request form to the uShop cart in the internal notes or comments section. If the department does not attach this form, the Budget Office will return the requisition without reviewing and ask the requestor to resubmit with form attached. 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 requisition until it has reached our approval queue. The initiating department can follow the requisition through the entire approval workflow process by looking on the PR Workflow tab.

Always take the following steps before making a purchase

1. Check FGIBAVL for available balance first.
2. Prepare an online budget revision if necessary.
3. Prepare a flex if necessary. Route for signatures and deliver to the Budget Office.

If a budget override is required, enter the requisition in uShop and attach the Budget Override request form. The department must change Budget Override flag to “Yes” on the cart in the Billing Options Section so the requisition will route to the Budget Office for NSF approval.
Future Year Requisitions

Future year requisition overrides. 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.

1. Check FGIBAVL for available balance in the future year first.
2. Query for permanent budget on FGITRND.
   a. Enter query (F7)
   b. Type “B%” in TYPE field
   c. Return query (F8)