



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 50.38, **Budget Adjustments to the Annual Operating Budget**

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish the policy for adjusting the annual operating budget.

REVIEW: This HSC OP will be reviewed on April 15 of each odd-numbered year (ONY) by the Associate Vice President for Budget, with recommendations for revisions forwarded to the Executive Vice President of Finance and Operations.

POLICY/PROCEDURE:

Regents' Rules, Section 07.04, governs the budgetary controls of the institution, and allows the President to delegate authority to appropriate budget and financial officials to approve budget adjustments for amounts of \$2,000,000 or less. HSC OP 10.11 delegates to the Vice President and Chief Financial Officer the authority to review and approve/sign all budget revisions requiring presidential review and approval. The Vice President and Chief Financial Officer further delegates the authority to approve all regular budget adjustments as outlined below.

A budget revision should be submitted through the Budget Revision System for any adjustments to a budget. The [Budget Revision System User Guide](#) provides detailed instructions for using the Budget Revision System.

Approvals for budget revisions that increase the overall operating budget (increase in revenue excluding transfers, or use of fund balance) are outlined below:

Action	Departmental Approval	Institutional Approval
Revisions less than \$50,000	Fund Manager	Budget Office
Revisions from \$50,000 to \$500,000	Fund Manager Dean or Vice President	Assoc. VP Budget
Revisions from \$500,001 to \$2,000,000	Fund Manager Dean or Vice President	EVP Finance & Operations
Revisions of \$2,000,001 or more	Fund Manager Dean or Vice President	EVP Finance & Operations Board of Regents

The approval of any agreement or contract, in accordance with Section 07.12.1, *Regents' Rules*, constitutes authority to establish a maximum budget that does not exceed the amount of the approved agreement or contract.

Questions concerning budget adjustments may be directed to the [TTUHSC Budget Office](#).