

The University of Texas Rio Grande Valley

Institutional Funds Request Process

Requests for post-budget institutional funds may be made using a budget revision as described below. Submission through workflow with relevant attachments where appropriate will result in consideration through the chain of command. If there is urgency, please contact the Planning and Analysis Office.

E&G Funds

Dept	Cost Center	Account	Description	Amount
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Example: Request \$100 in E&G funds for cost center 21000001

<enter your division dept>	21000019	B4000	Maint & Oper	-100
Use speedtype default	21000001	B4000	Maint & Oper	100

21000019 is the salary savings cost center.

Designated (local) funds

Example: Request \$100 in designated (local) funds for cost center 31000001

<enter your division dept>	31001109	B4000	Maint & Oper	-100
Use speedtype default	31000001	B4000	Maint & Oper	100

31001109 is the transfer clearing cost center.

100010 - President	400010 - Acad Afrs Stdnt Suc & P16
106001 - Res Grad Studies New Pgms	600010 - Inst'l Advancement
200010 - Finance and Administration	700010 - Govt & Comm Rel
300005 - Health Affairs (SOM)	800010 - Strategic Enrollment
410501 - Health Affairs (COHP, Nursing, SoWrk)	

Entry Types:

Transfer Adjustment

*Use for a **Temporary** Budget Request (Current Fiscal Year)*

Transfer Original

*Use for a **Permanent** Budget Request (Current & Future Years)*

Important: The "Permanent" entry type will document the intent but will not automatically establish funding into future years. Allocations made during the fiscal year, including those labelled permanent, will be reviewed and affirmed by executive administration for the new year during each year's budget cycle.

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