This policy and procedure addresses the required <u>budget related</u> documentation that must accompany every procurement request (E.g. Purchase Order, Request for Contract or Short-term Agreement). This policy will result in:
- Greater transparency and accuracy in the budgeting process.
- Improved compliance with agreements and regulations.
- Compliance with Accreditation Standards. (Standard III.D)

This policy and procedure addresses only the budget related documentation that needs to be included with all procurement documents. All other required documentation still applies.

Required Documentation/Process (Unrestricted Funds)
*Funds that are required to be in compliance with this section of the policy are funds: 10099, 10100, 10106, 10109, 10117, 10118, 10119, 10140, 10160, 10209, 10210, 10211, 10212, 10213, 10999

All procurement requests must include the following information:
1) **A current copy of the fund centers budget.** When creating a procurement request a current copy of the fund center budget must be included with the back-up documentation. In order to have the procurement document approved by Administrative Services the budget document must reflect:
    a. The budget document must have been generated the same day as the request was submitted.
    b. The available budget balance in the following discretionary object codes must be in the positive: 14**, 23**, 24**, 4***, 5***, 6***. If any of the object codes listed are in the negative, even if the request is to a different code, then the request will be denied.
    Object codes 11, 12**, 13**, 21**, 22** and 3**** are the responsibility of the Budget Office and any negatives in these object codes **<u>will not</u>** result in a denial of the procurement request.*

Required Documentation/Process (Restricted Funds)
Funds that are required to be in compliance with this section of the policy are all funds **<u>other than</u>: 10099, 10100, 10106, 10109, 10117, 10118, 10119, 10140, 10160, 10209, 10210, 10211, 10212, 10213, 10999*

All procurement requests must include the following information:
1) **A current copy of the fund centers budget.** When creating a procurement request a current copy of the fund center budget must be included with the back-up documentation. In order to have the procurement document approved by Administrative Services the budget document must reflect:
    1) The budget document must have been generated the same day as the request is submitted.

2) The available budget balance in **<u>all</u>** object codes must be in the positive. If any of the object codes are in the negative, even if the request is to a different code, then the request will be denied.

2) **Specially Funded Program Certification.** Every request for procurement must be accompanied by a completed Special Funded Program Certification which serves as verification by the employee charged with responsibility for the program that the request for procurement is legal and proper. *(See policy titled "Specially Funded Program Certification" for instructions on how to complete the form)*

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