



Strategic Budget Carryover (SBC) Procedures and Guidelines

- The Budget Office will send Strategic Budget Carryover (SBC) request templates, instructions, and deadlines to fiscal managers within the divisions of Finance and Planning, Student Affairs, University Advancement, and the President's Office during the first week of June for the upcoming fiscal year.
- Departments within the divisions of VPFP, VPSA, VPUA, and the President's Office should submit their SBC request to the Budget Office by the request deadline identified (typically late July). Academic Affairs SBC requests are processed by the Provost Office; deadlines are defined on the Provost website.
- Funds that are requested for carryover are temporary, general revenue funds and are to be used for specific, one-time projects that are too large for a department to afford in one fiscal year. Equipment purchases and large contractual obligations are examples of approved expenditures. Routine or recurring personnel and operating expenditures will not be approved.
- Funds can be carried over for up to two consecutive fiscal years and then must be spent. Unspent funds cannot be carried over a third time.
- The department is responsible for determining and requesting the amount available for carryover. The Budget Office will verify available funds and either approve or deny the request.
- SBC requests are finalized and processed by the Budget Office in early September after all prior year expenses have been posted.
- Approved requests will be processed with a temporary transfer of funds from the department's budget (typically by September 15th) to a central holding account.
- Throughout the fiscal year, when an approved SBC project/expense is ready to be initiated, the department/division fiscal manager will provide documentation to the Budget Office verifying the amount of the expense. This documentation could be in the form of an invoice, purchase order, etc.
- Once documentation has been submitted, the Budget Office will process a temporary transfer of funds into the department's budget line.
- If an expense comes in under the planned amount, there is no further carryover of the variance.
- The minimum amount that can be carried over for a unit is \$1,000.