E.4.f5 Budget Policies and Procedures

Once revenues and expenditure estimates are obtained, the treasurer/controller and the budget director have the responsibility of coordinating the development of a detailed fiscal year budget for the university. The Board of Trustees approves the annual budget focusing on the matters of broad policy, not detailed management of the budget.

The School of Education and its three departments have budgets for personnel and operating expenses broken down into various sub-categories. Decisions on how school and departmental budgeted funds are expended are made at these levels provided expenditures do not exceed the budgeted line-item amounts. The level of administrative signature required depends upon the dollar amount being expended. The School of Education has equal dollar amounts per person for professional development activities of their respective faculties.