Budget Transfer Approvals

- The approval workflow is based on the FROM department. Only the approvers for the FROM department will approve or deny transfers no matter who initiated the transfer or where the funds are being reallocated.

- Approval workflow is determined by the department in charge of budgeting for that department. Upon Submission, the approvers and each of their approval status will be included at the bottom of the Transfer.

- Permanent transfers From Regular Salary budget will route to the Provost or Vice President before routing to the Budget Office.

Proxy

- All approvers will need to designate a Proxy if they will not be available to approve Transfers for a period of time.

- Only one proxy may be designated for each defined time period, and the proxy will have authority to approve budget transfers for ALL of the approver’s departments.

- The approver will need to remove the Proxy to stop the Proxy’s approval access.

- If for some reason an approver is unavailable to approve Transfers, and they have not set up a proxy, please contact the Budget Office.

- Approver security is based on PCN. This means the security stays with the position and not the employee. If an employee moves to a different PCN or leaves BSU, the approver security will not be attached to their User ID or name, and will not need to be updated to a new employee. If there is an approver PCN that is vacant for a period of time before it is filled, you will need to set up a proxy to ensure transfers are approved during the vacancy.

- Requests to permanently change approval routing should be sent by the person in charge of the department budget, with a subject of Transfer Approval Request, to ssackerm@boisestate.edu