



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 50.38, **Budget Adjustments to the Annual Operating Budget**

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to establish the policy for adjusting the annual operating budget.

REVIEW: This HSCEP OP will be reviewed April 15 of every odd-numbered year by the executive director for Business Affairs or his/her designee, with recommendations for revisions submitted to the chief financial officer (CFO) or designee by May 1.

POLICY/PROCEDURE:

TTU System Regents' Rules, Section 07.04, governs the budgetary controls of the institution.

A budget revision should be submitted through the Budget Revision System for any adjustments to a budget. The [Budget Revision System User Guide](https://el Paso.ttuhs c.edu/fiscal/businessaffairs/budget/training.aspx) on the Budget Office site (<https://el Paso.ttuhs c.edu/fiscal/businessaffairs/budget/training.aspx>) provides detailed instructions for using the Budget Revision System.

Approvals for budget revisions that increase the overall operating budget (due to new activities and/or revenue sources, or use of fund balance) are outlined below:

Action	Departmental Approval	Institutional Approval
Revisions less than \$25,000	Fund Manager	Budget Office
Revisions from \$25,000 to \$250,000	Fund Manager Dean or Vice President	Executive Director Business Affairs
Revisions from \$250,001 to \$2,000,000	Fund Manager Dean or Vice President	CFO
Revisions of \$2,000,001 or more	Fund Manager Dean or Vice President	CFO Board of Regents

The approval of any agreement or contract, in accordance with Section 07.12.1, *TTU System Regents' Rules*, constitutes authority to establish a maximum budget that does not exceed the amount of the approved agreement or contract.

Questions concerning budget adjustments may be directed to the TTUHSC El Paso Budget Office.