<table>
<thead>
<tr>
<th>Procedure No:</th>
<th>ACA-PROC-COMP-0006</th>
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<tr>
<td>Procedure Title:</td>
<td>Application for Budget Supplement Procedure</td>
</tr>
<tr>
<td>Related Policy:</td>
<td>ADM-POL-COMP-0012 Budget Supplementary Policy</td>
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<tr>
<td>Date of Issuance:</td>
<td>S.Y. 2009-2010</td>
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<td>Effectivity:</td>
<td>S.Y. 2009-2010 to present</td>
</tr>
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<td>One (1)</td>
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<td>Office of Origin:</td>
<td>Office of the Comptroller</td>
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<td>&quot;Supersedes&quot; Notification:</td>
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**Procedure Description:**
This details the requirements, process and persons involved in the Budget Supplement process.

**Areas of Responsibility:**
Office of the Comptroller

**Procedure Details:**
1. The Department Head accomplishes the Budget Supplement Form.
2. The accomplished Budget Supplement Form is submitted to the Budget Clerk.
3. The Budget Clerk reviews the details of the application for Budget Supplement.
4. The Budget Clerk forwards the request to the Budget Officer.
5. The Budget Officer evaluates the request. In cases there are details needed to be clarified, the Budget Officer communicates with the Department Head.
6. The Budget Supplement Form is forwarded to the Comptroller.
7. The approving authority for the Budget Supplement will be dependent on the amount of budget requested. (See ADM-POL-COMP-0011 for details)
8. Once the proper authority has approved the Budget Supplement, the Department Head can proceed to the requisition.

**Procedure Approval Authority:**
Comptroller

**References:**
Budget Supplement Form

**Definition:**

**Help Page:**
Office of the Comptroller

**Prepared by:**
Planning, Funding and Development Office

**Approved by:**
Asst. Prof. Angel de las Alas

**Date of Approval:**

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