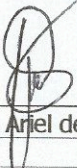


Procedure No:	ACA-PROC-COMP-0006
Procedure Title:	Application for Budget Supplement Procedure
Related Policy:	ADM-POL-COMP-0012 Budget Supplementary Policy
Date of Issuance:	S.Y. 2009-2010
Effectivity:	S.Y. 2009-2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Office of the Comptroller
"Supersedes" Notification:	
Procedure Description:	This details the requirements, process and persons involved in the Budget Supplement process.
Areas of Responsibility:	Office of the Comptroller
Procedure Details:	<p>Step 1. The Department Head accomplishes the Budget Supplement Form.</p> <p>Step 2. The accomplished Budget Supplement Form is submitted to the Budget Clerk.</p> <p>Step 3. The Budget Clerk reviews the details of the application for Budget Supplement.</p> <p>Step 4. The Budget Clerk forwards the request to the Budget Officer.</p> <p>Step 5. The Budget Officer evaluates the request. In cases there are details needed to be clarified, the Budget Officer communicates with the Department Head.</p> <p>Step 6. The Budget Supplement Form is forwarded to the Comptroller.</p> <p>Step 7. The approving authority for the Budget Supplement will be dependent on the amount of budget requested. (See ADM-POL-COMP-0011 for details)</p> <p>Step 7. Once the proper authority has approved the Budget Supplement, the Department Head can proceed to the requisition.</p>
Procedure Approval Authority:	Comptroller
References:	Budget Supplement Form
Definition:	
Help Page:	Office of the Comptroller
Prepared by:	Planning, Funding and Development Office
Approved by:	
Date of Approval:	Asst. Prof. Ariel de las Alas

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