


Policy No:	ADM-POL-COMP-0010
Policy Title:	Budget Supplementary Policy
Implementation Procedure:	ACA-PROC-COMP-0006 Application for Budget Supplement Procedure
Date of Issuance:	S.Y. 2010-20011
Effectivity:	S.Y. 2010-2001 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Comptrollership
"Supersedes" Notification:	
Purpose of Policy:	This policy details the provisions in the application, processing and approval of Budget Supplement.
Detailed Policy Statement:	<ul style="list-style-type: none"> • Budget Supplement applies to departments who intend to seek additional funds for their projects and activities. • The projects and activities that shall be applied for Budget Supplement should be included in the approved operational plan. • All requests for Budget Supplement should be justified by the Department Head. • In cases when the projects and activities are not included in the operation plan, an approved project proposal by the Rector and President is required. • Only the Department Head can request for Budget Realignment. • A department is allowed to seek Budget Supplement once every semester. • The Budget Officer reviews and endorses all requests for Budget Supplement. • The authority who will grant the final approval of Budget Supplement will be dependent on the amount of budget requested. <ul style="list-style-type: none"> • Vice Rector for Financial Affairs – Php 100,000 and below • Rector and President – Php 100,001 to 250,000 • Economic Council – Php 250,001 to Php 500,000 • Board of Trustees – Php 500,001 and up
Applicability:	All Department Heads
Policy Approval Authority:	Comptroller
Related Policies or References	Budget Supplementary Form
Definition:	
Approved by	 Asst. Prof. Ariel de las Alas
Date of Approval	