



Budget Carry-forward

There is no guarantee of any budget carry-forward from this year to the next year. While carry-forward, based on the process described below, has typically been provided, there are no guarantees that funding will be available in a given year.

In general terms, budget carry-forward is provided only for budget that is encumbered by a valid purchase order outstanding as of June 30. The specific principles for determining if budget carry-forward is permitted are detailed below. Occasionally, the Office of Financial Affairs receives requests to carry-forward unencumbered budget. Such requests are generally discouraged and require presidential approval. If there is a situation that you believe merits this type of treatment, please forward the request to your area vice president with a copy to the Vice President for Business and Finance, Kim Sawers, as soon as possible.

If you are still planning to make large purchases using your 2021-22 budget, **you are required to process the purchase orders for these transactions on or before June 30**. Please note that while you will be permitted to make additional budget adjustments into July, the June 30 date is a non-negotiable deadline for the issuance of purchase orders from 2021-22 budget sources.

Following are the principles used in determining if budget carry-forward is permitted for purchase orders outstanding as of June 30, 2022:

1. The University, as a whole, must have sufficient funds to afford budget carry-forward. There is no guarantee that in a given year there will be budget carry-forward for any department, regardless of its specific financial position.
2. Carry-forward is provided only to the extent that the department as a whole (including revenue codes) and the department's vice presidential area had sufficient budget remaining to cover the encumbrance. It is possible for a department to receive a partial carry-forward as a result of this calculation.
3. Budget carry-forward is provided only for encumbrances arising from valid purchase orders outstanding as of **June 30, 2022**.
4. Final carry-forward calculations and determinations are made in early August once final pre-audit financial information is available. Budget carry-forwards will not appear on the Argos reports until August or September, depending on the timing of administrative approval.