

Releasing Budget Change Request Funds

Approved Budget Change funds will not be released until existing funds in the unit's pool are exhausted.

To request the release of funds, please email budget@ramapo.edu and include the following:

- “Budget Change Request” & “Unit name” in the subject line
- FOAP where funds should be released to
- description that matches the original request in Adaptive
- appropriate documentation (see below)

Required Documentation

All requests to release funds are required to have supporting documentation attached to the email. Appropriate documentation is an invoice, contract or quote with any changes clearly shown (a screenshot from Banner or only providing an Excel spreadsheet analysis is not acceptable).

In addition, invoices from the previous year, together with the new quote, must be provided. For example, if there has been an increase from the previous year, attach an Excel worksheet illustrating the following:

- prior year amount
- new amount
- increase between the amounts

Please email budget@ramapo.edu or with any questions regarding documentation.