

Releasing Budget Change Request Funds

Requests for the release of Approved FY27 Budget Change funds must be made by **Tuesday, June 1st, 2027**.

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 use [this form](#) and include the following:

- Email address of the budget manager
- FOAP where funds should be released
- Description of request that matches approved item description in Adaptive
- Supporting documentation attachments (see below)

Required Documentation

All requests to release funds are required to have supporting documentation attached to the form.

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).

If a requested item has increased in price from last year, you must provide both the previous year's invoice and the new quote. Include 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.