

Cost Overruns (Deficit Balances)

Purpose of Policy

This policy has been developed to provide guidelines for the management of Sponsored Program indexes.

Policy

It is the responsibility of the department head, fiscal administrator, principal investigator and/or responsible person to ensure that adequate funds are available for expenditure transactions, including payroll disbursements. Should any index greater than \$500, be in a deficit position after the 15th of the month, the vice president will be notified. Exceptions to this policy will be granted only when special arrangements have been made in advance. Such arrangements must include a specific plan for eliminating the deficit on a permanent basis