

Over Budget Under Budget:

In the case of an account being over spent (over budget), it is the department's responsibility to clean up any overage. If this is not done, the overage will be cost shared to the departmental E account during fiscal year end closing. Any of these types of problems are communicated to the bookkeeper, which in turn, should be communicating these issues with both the PI and department head.

In the case of being under spent (under budget), the bookkeeper is informed and she should work with the PI to make sure all expenses for the project are on the account. All applicable expenses should be recouped at this time. What cannot happen in this situation is random posting of expenses to use up available funding. Expenditures must be applicable to the project. The department is responsible for putting the right charges on the right projects.