

# TROY UNIVERSITY

## BUDGET APPROVAL FORM

Date

Requestor

Proposed Budget

Account Number for Expenses

Project Name (As assigned by physical plant on *Project Request Form*)

Project Scope

**Approvals\*** (Project Request Form Attached)

We, the undersigned, approve the use of the above mentioned funds for the use of the specified project within the approved bounds of this project. Any deviations or alterations to the budget of this project as currently defined must be accompanied with the appropriate written approvals.

\_\_\_\_\_  
Dean or University-wide Director

Date

\_\_\_\_\_  
Senior Vice Chancellor for Administration  
or Vice Chancellor for Financial Affairs

Date

**(Required for Building Alterations)**

\_\_\_\_\_  
Vice Chancellor

Date

\_\_\_\_\_  
Executive Vice Chancellor,  
Senior Vice Chancellor, or Provost

Date

\_\_\_\_\_  
Chancellor

Date

**\*All projects that will physically alter a building must be approved by the Senior Vice Chancellor for Administration or Vice Chancellor for Financial Affairs.**

**\*Approved Spending Limits**

None	Faculty/Staff
\$1,501	Department Chairs and Campus Directors
\$3,001	Above in addition to Associate Deans or Campus Directors
\$5,001	Academic and Student Services Deans, Associate Vice Chancellors, University-wide Directors, Athletics Director, and Controller
\$20,001	Senior Vice Chancellors, Executive Vice Chancellor, and Vice Chancellors (for cost centers under his/her control)
\$30,001	Executive Vice Chancellor and Senior Vice Chancellors
Unlimited	Above in addition to the Chancellor

### Administrative Use Only

Project Number

Priority Year

\_\_\_\_\_  
Project Manager Receipt

Date

\_\_\_\_\_  
Physical Plant Director Review

Date