

SECTION: Business Affairs/Purchasing
SUBJECT: Overdrafts Prohibited

ISSUED BY: Office of Business Affairs
REPLACES:
APPROVED BY: Vice President for Business Affairs and Treasurer
EFFECTIVE DATE: July 1996

Overdrafts prohibited

No requisition shall be allowed to overdraw a budgetary account except by written authority of the Vice President for Business Affairs and Treasurer. It is the responsibility of the requisitioner to know that funds are available in a designated account before a request for purchase is made. The Controller's Office provides a monthly report of expenditures and unexpended balances to department heads and will provide verbal reports of specific account status upon request.