

DEARBORN ADMINISTRATIVE GUIDE

Section: Faculty and Staff
Subject: Budget Clearance Form
Issued by: Budget Services and Human Resources/Affirmative Action
Number: 202.3
Date Revised: 2/2007

Purpose:

To ensure that there are adequate funds in the budget to fill a position or reclassify an individual.

Procedure:

This form must be filled out prior to conducting an audit for a reclassification, or posting a new or open position. When a "[Position Description](#)" form is received at the Office of Human Resources, a completed [Budget Clearance Form](#) with the proper signatures is to be sent to the Budget Services Office for budget approval prior to posting a position.

When the form is received at the Budget Services Office, the budget for that particular line is checked and, if the requested position is within budget, the Office of Human Resources is notified that the position may be posted. When a decision to hire or reclassify an individual is made, the salary must be within the amount authorized by Budget Services. If the salary is higher, a new form must be completed and returned to the Budget Services Office.

The "other" category is to be used when the budget line for an individual is to be increased due to a salary increase, change in appointment, etc. The amount of the increase and the source of funds should be included in this section.