



# UNIVERSITY OF MICHIGAN-DEARBORN BUDGET CLEARANCE FORM

**BCO Use Only**

Ref:
Date:

General Fund Shortcode #

Non-General Fund Shortcode #

Prepared by	Department	Campus Ext.	Date
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<b>SELECT THE ACTION TO BE REQUESTED</b>				
<input type="checkbox"/> OPEN POSITION	<input type="checkbox"/> RECLASS	<input type="checkbox"/> NEW POSITION	<input type="checkbox"/> ADMINISTRATIVE DIFFERENTIAL OR ADDED DUTIES	<input type="checkbox"/> OTHER <small>(e.g. increase/decrease in effort)</small>

Name of current or most recent employee

Dept ID	Line #	Present Title	Present FTE	Present Budget
		Proposed Title	Proposed FTE	Proposed Budget
				Over Budget*
If the position has a credit/deficit, the Funding/Transfer Source section <b>MUST</b> be completed				→
Apply FB to new positions or when transferring more than \$1,000 from a non-salary budget line (such as Expenses or Supplies & Other) to fund the Over Budget amount.				→
<b>**FRINGE FUNDING SOURCE</b>				

Dept ID	Line #	Title	Amount

<b>*FUNDING/TRANSFER SOURCE</b>			
Dept ID	Line #	Title	Amount

NOTES	

PLEASE NOTE: Base Budget transfers will not be made until a New Position or reclass is approved.

Director or Supervisor's Name Printed	Signature	Date
Dean's Name Printed (Only if Academic Unit)	Signature	Date
Senior Officer Name Printed	Signature	Date
Judy R. Kennard Budget Coordination Office Approval	Signature	Date

**THIS FORM MAY BE DOWNLOADED FROM THE BUDGET OFFICE WEB PAGE AT [www.umd.umich.edu/univ/bus/budgcoor/](http://www.umd.umich.edu/univ/bus/budgcoor/).  
SUBMIT THE COMPLETED AND SIGNED FORM TO THE BUDGET OFFICE AT 1161 AB.**