

Instructions for Completing the Management Flexibility Transfer Request Form

The operating guidelines for Special Responsibility Constituent Institutions (SRCIs), which were originally adopted by the Board of Governors on September 13, 1991 and most recently revised on August 11, 2000; require an annual report by each designated institution. To aid in this requirement, Elizabeth City State University's Request for Budget Revision, Special Responsibility Form has been updated. The new form is effective July 1, 2004.

The instructions for completing the form are listed below:

1. Enter the department's name.
2. Enter the fiscal year of the effective date of this request.
3. Enter the six-digit FRS account number to be increased.
4. Enter the object code to be increased and the description. For example:
2000 Supplies and Materials
3000 Current Services
4000 Fixed Charges
5000 Capital Outlay
5. The dollar amount (in whole dollars) to be increased.
6. Enter the six-digit FRS account number to be decreased.
7. Enter the object code to be decreased and the description. For example:
1110 EPA Regular Salaries
1210 SPA Regular Salaries
1310 EPA Teaching Salaries
8. Enter the dollar amount of the decrease.
9. Identify the major management initiatives undertaken by this request. The management initiatives are listed below. Identify additional categories by using code 0 and explaining in the space provided.

***Reason Codes**

- 1 Strengthen undergraduate instruction and graduation rates
- 2 Strengthen graduate instruction and
- 3 Expand library collections and improve library services
- 4 Upgrading classroom laboratories, including replacing equipment
- 5 Enhancing physical facilities (other than classrooms or laboratories)
- 6 Expanding computing, information resources and telecommunication capabilities
- 7 Strengthen student support services
- 8 Improve administrative services infrastructure
- 9 Enhance student financial aid programs
- 0 Strengthen targeted program areas _____

10. Skip. (This space is reserved for budget office use.)
11. Does this budget request permanently change the FTE of a position?

12. Enter the expected change in FTE, if applicable.
13. Enter the position number to be increased by this transfer request.
14. Enter the position title.
15. Enter the dollar amount of the requested increase.
16. Enter the expected decrease in FTE, if applicable.
17. Enter the position number to be decreased by this transfer request.
18. Enter the position title.
19. Enter the dollar amount of the requested decrease.
20. Skip. (This space is reserved for budget office use.)
21. Enter a detailed explanation regarding the budget request. This explanation should include the purpose of the request, the expected outcomes, impact of the increase and decrease and any fiscal savings to the university. For example, if funds were spent on energy savings devices that result in annual utilities cost savings; these would be reported as a fiscal savings. The explanation should also identify any increased efficiency or effectiveness achieved. Partial explanations will cause delays in processing these transfers.

The back of the form should be used to complete the detailed explanation.

22. The following signatures are required.
 - Preparer
 - Area Vice Chancellor
 - Vice Chancellor for Business and Finance
 - Chancellor
23. Check permanent or temporary change. A temporary change would only effect the current year.
24. Skip. (This space is reserved for budget office use.)

Special Responsibility or Management Flexibility Transfers refer to the following state-appropriated activity:

- Transfers between, to or from personnel (1XXX) object codes. For example, object codes 1110, 1210, 1310, 1970 or 1990.
- Transfers between 19XX object codes are flexibility transfers.
- Transfers between personnel and non-personnel object codes. For example, from object code 1210 (SPA Regular Salaries) to object code 2000 (Office Supplies).
- Transfers between accounts with different purpose codes.

A detailed explanation is required for all management flexibility transfers.

