

STANDARD OPERATING PROCEDURE- POLICY

DIVISION/EDUCATION BUDGET AUTHORITY

SCOPE/APPLICABILITY:

Applies to the operating budgets of the OB/GYN Department Divisions and Education Groups.

PURPOSE:

To provide guidance on budget authority within each respective budget.

DEFINITIONS:

- Fiscal Year (FY) runs from July 1 to June 30.
- Unspent budgets do not rollover to next FY.
- Budgets are subject to change based on overall department availability of funds and needs.
- Non-compensation refers to expenses that are not salary or fringe expense e.g. supplies, food, membership dues, etc.

PROCEDURE:

- Annual budgets generally remain flat to prior year.
- Budgets may change to accommodate a new expense need or when an expense budget is no longer needed.
- Education budget totals may vary depending on the number of learners in each group and the specific needs of each program.
- Each Division Chief or the Education Program's Director or designee has the authority to use their allocated, non-compensation budget as they see fit.
- If savings is anticipated in one budget category, such as food/supplies, those funds may be used to cover allowable expenses in another category that may not have been specifically budgeted.
- All expenses must comply with the University's guidelines, as outlined in University Policy 4000.
- Any anticipated overall budget deficit should be brought to the attention of the Finance Manager for approval.

REPORTING:

- The OB/GYN Fiscal Services Tech emails monthly budget and spending reports to each respective Division and Education group.
- Questions regarding allowable expenses and purchase requests may be sent to HSC-OB-Purchasing@salud.unm.edu.

OTHER RELATED SOP:

[OB/GYN Procurement](#)
[Food Guidance](#)

This information is a guideline and should not be considered as inclusive of all proper treatments or methods of care or as a statement of the standard of care.



APPROVALS:

SOP Owner:	Finance Team	Date: 6/26/23
Chair Approval:	N/A	Date: N/A
Effective Date:	June 26, 2023	