

BUDGET CONTROL OF PERSONNEL EXPENDITURE

In order to maintain accurate auditing between budgeted salary positions and personnel assignments, all employee requisitions (either certificated or classified) must be processed in the following manner:

1. All employee requisitions (hourly or regular) or Change of Status will be routed for approval of the administrative head of their assigned area prior to submission to the Business Office for budget approval (i.e., all campus positions through Principal; Program Directors, Project Directors, and Adult Education through Assistant Superintendent, Educational Services; Classified Directors through Assistant Superintendent, Business Services; etc.).
2. Upon obtaining the proper approvals, the requisitions are forwarded to the Business Office, Budget Officer, for verification of proper funding. If proper funding does not exist, the requisition is to be returned to its source until funding arrangements are made.
3. Only after budget approval is achieved is the requisition forwarded to the Personnel Division for processing according to established employment procedures.
4. Immediately following the employment selection, both the Business Office and Payroll are to be notified. Employee "Change of Status" must also be forwarded to both Payroll and Budget Control in a timely manner.