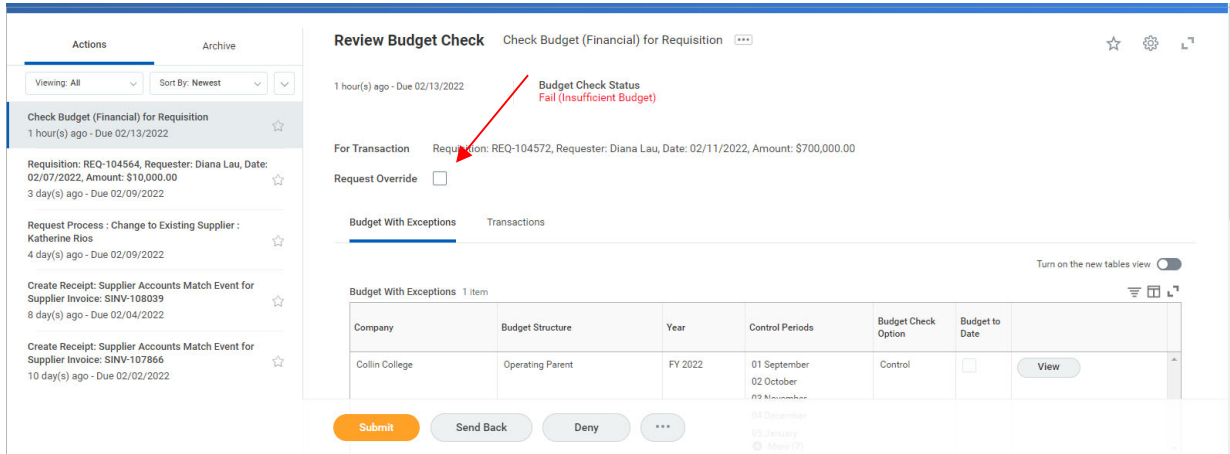


## APPENDIX D: FAILED BUDGET - REQUISITIONS

When a requisition is submitted with insufficient budget, a Check Budget (Financial) for Requisition task will be sent to your inbox. Once the budget is adjusted and verified, go to the task, and click submit.

You can request a budget override if there are special circumstances when a Budget Amendment is not possible. To request a budget override, click on the box next to Request Override.



After submitting, the override will be sent through the approval path. Click [View Details](#) on the submitted message to view the remaining process or go to the requisition to view remaining approval process.

Requisition Event	Complete Questionnaire	Not Required	02/11/2022 09:14:33 AM	02/25/2022	
Check Budget (Financial)	Check Budget (Financial)	Automatic Complete	02/11/2022 09:14:33 AM	02/13/2022	
Check Budget (Financial)	Batch/Job-Run Budget Check	Step Completed	02/11/2022 09:14:34 AM		
Check Budget (Financial)	Review Budget Check	Submitted	02/11/2022 01:38:31 PM	02/13/2022	Diana Lau (Initiator)
Check Budget (Financial)	Override Budget Check	Awaiting Action		02/13/2022	Barbara Johnston (Budget Check Exception Override Approver)
					Christine Lin (Budget Check Exception Override Approver)
					Lemora Gray (Budget Check Exception Override Approver)

**Remaining Process**  
Click on the button below to review remaining process details.

[Remaining Process](#)

Process	Step	Group	Person
Requisition Event	Review Requisition	Lead Buyer	Jennifer Wright Karen Bell
Requisition Event	Approval by Business Asset Tracking Specialist	Business Asset Tracking Specialist	Amberlee Nathoo Kelle Benson Lisa Morman
Requisition Event	Approval by Cost Center Manager (All)	Cost Center Manager	Grady White
Requisition Event	Approval by Principal Investigator (Grant) (All)	Principal Investigator (Grant)	
Requisition Event	Approval by Grant Manager (All)	Grant Manager	
Requisition Event	Approval by Project Manager (All)	Project Manager	
Requisition Event	Approval by Project Manager Level 2 (All)	Project Manager Level 2	
Requisition Event	Approval by Cost Center Manager Level 2 (All)	Cost Center Manager Level 2	Melissa Vity
Requisition Event	Approval by Cost Center Manager Level 2 (All)	Cost Center Manager Level 2	Melissa Vity