**College of Science & Engineering Financial Practices**  
(Updated December 2016)

**Collegiate Commitments**

The Dean’s Office periodically commits funds to departments for specific expenditures that are not included as part of a unit’s annual O&M allocation. Commitments also may originate by a funding source outside CSE, but pass through the Dean’s Office for distribution to departments. Recurring post-budget transfers are commitments which were not included in a unit’s annual allocation (usually due to late decisions, e.g. raises, faculty arrivals/departures), so they are transferred as commitments in the initial fiscal year and included in future O&M allocations.

The commitments described above are tracked on a spreadsheet for each academic department that is kept on Google Drive. Department administrators (and authorized department staff) have view-only access to the spreadsheets for their departments, and they have the ability to download the spreadsheet into Excel.

By October of each year, the Dean’s Office will email departments in preparation for commitment transfers. Departments should review the commitment list and let the Dean’s Office know if any commitments are missing. Departments should also let the Dean’s Office know to which chartstrings funds should be transferred for each commitment. The Dean’s Office will prepare the JE and let the Finance Director and the department know the JE number. The Finance Director will indicate when the JE has been approved.

The goal is to transfer as many commitments as possible in October, so balances in the Dean’s Office and departments reflect the commitment transfers early in the fiscal year. Follow-up transfers will be done throughout the fiscal year, with the goal of having all transfers done by the close of April. Departments may request a particular transfer at any point during the fiscal year.