UNIVERSITY OF PUERTO RICO – MAYAGUEZ
RESEARCH DEVELOPMENT CENTER

BUDGET TRANSFER

A. INTRODUCTION

The University of Puerto Rico at Mayagüez and the Research and Development Center are responsible for the administration of federal, state and private funds that are assigned. One of the functions of the administration of said funds falls on the budget office, which is responsible for the transfer of budgets for all the funds received no matter their origin. These budget transfers are attached to the policies and regulations of the University of Puerto Rico and the agencies that grant said funds.

B. LEGAL BASIS

We promulgate this procedure of conformity with the Regulations of the University of Puerto Rico and the circulations from the Office of Management and Budget: OMB Circular A-21, Circular A-110 and Circular A-133.

C. PURPOSE AND APPLICATION

To establish a uniform procedure that will serve as a guide for the realization of the transfers that occur within the budgets of the different budgets approved by the different agencies and which are administered by the Research and Development Center.

D. PROCEDURE

1. Transfer of Funds
    - We receive documents asking for the transfers of funds on behave of the researcher. We proceed to stamp the sheet with the official received stamp of the Budget Office, of the Research and Development Center.
    - Each transfer of funds received is analyzed so it complies with the following requirements:
        1. Funds are not transferred between different accounts.
        2. Funds are not transferred between lines of direct or indirect cost.
        3. Designated funds for Participant Support, scholarships and stipends are not affected.
        4. That the transfer not be to use up the available balance at the end of the project without mediating a justification.
        5. That the transfer not be to buy equipment not included in the proposal.

6. That the transfer be to cover cost incurred during the period the project is in effect.
7. The transfer will be evaluated by the origin of the funds and the terms and conditions imposed in the contract, donation or agency that granted the funds.
8. We use as reference, rules, regulations and federal circulars, state and private that apply.
    - The budget office at R&D, has established to grant priority to the transfer of funds that arise as a result of the use of the corporate card American Express, as the facilitating entity, to balance the bill and proceed to pay the bill in the fastest way possible. So that the credit of the university is not affected and so that the researchers can continue making their purchases in favor of the research. (the transfer sheet signed by the researcher is not necessary) due to the urgency of the same. This type of transfer is not generally asked for by the accountants in charge of the pre-intervention of the researcher's card.
    - We transfer funds when the students payrolls are affected, appointments, and/or additional compensations that do not have sufficient budget (small quantities).
    - We transfer funds with the goal of covering negative balances in the accounts, this has occurred because an expense has been entered into the books. We verify that the expense is permissible and is related to the research project.
    - We ask that the fund transfer forms be duly signed by the researcher when the amount exceeds $1,000.00.
    - We ask that the fund transfer forms be duly signed by the researcher when it is understood that the budget is too restricted and does not offer many options to complete it.
    - We ask the main researcher to get authorization from the sponsoring agency If we understand that the following can occur: the transfer exceeds the maximum permitted that can be transferred without authorization, if you desire to buy equipment that is not on the proposal and if you wish to buy equipment and you only have two months left of the research project.

E. FILE

We maintain a file for each research project, where all the pertinent documents are kept, such as: the proposal, the approval of the proposal, letter applying for the creation

of accounts, distribution of budgets, adjustments, transfers, requisition for students and daily wage employees, attendance sheets, and any other documents related to the account.

F. ENFORCEMENT

This procedure for budget transfers is enforced immediately and its duration is subject to the federal, state regulations or the institutional policies of the University of Puerto Rico at Mayaguez and the Development and Research Center.