



THE GEORGE  
WASHINGTON  
UNIVERSITY  
WASHINGTON DC

**DATE:** May 15, 2008  
**TO:** Deans  
**FROM:** Don Boselovic *DB*  
Associate Vice President for Budget  
**SUBJECT:** FY08 Carryover Requests

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With appropriate justification, departments are permitted to carryover budget authority from one year to the next. The carryover policy generally applies only to non-compensation budgets. All FY08 carryover requests must be submitted on an FY08 Budget Carryover Request Form with the Vice President or Dean's signature and forwarded to the University Budget Office no later than **May 30, 2008**.

The University Budget Office will review all requests to ensure that the funds are not necessary to balance the school or division's FY08 budget. Once approved by the University Budget Office, the request will be processed as a one-time budget increase to the FY09 Budget.

I have attached a copy of the form for your reference; it is also available online at (<http://www.gwu.edu/~univbud/>) as a writable PDF. The information requested in section one and section two is required and must be completed before submitting.

If you have any questions, please contact me directly at (202) 994-7401.

Attachments

cc: Finance Directors  
Don Lehman

OFFICE OF THE  
EXECUTIVE  
VICE PRESIDENT

2121 EYE STREET, NW  
WASHINGTON, DC 20052  
202-994-6600  
FAX 202-994-9304



## FY08 Budget Carryover Request Form

Please direct all questions regarding completion of the form to the University Budget Office (202-994-7401).

All requests are required to have the VP/Dean signature.

Any forms received without this signature will be returned to the department.

The completed form should be forwarded to the University Budget Office at Rice Hall, Room 701 **no later than May 30, 2008.**

### BUDGET INFORMATION

**Section 2 (required):**

Identify the EAS number, account number, and amount for the FY08 carryover:

| EAS Number | Account Number | Amount |              |
|------------|----------------|--------|--------------|
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|            |                |        | <b>Total</b> |
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Identify the EAS number, account number, and amount for the FY09 budget increase:

| EAS Number | Account Number | Amount |              |
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|            |                |        | <b>Total</b> |
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If you need additional space, please use the continuation section on page 3.

### APPROVAL SIGNATURE

|            |      |                |      |
|------------|------|----------------|------|
| Requestor  | Date | Budget Analyst | Date |
| VP or Dean | Date | AVP for Budget | Date |

# FY08 Budget Carryover Request Form

## Section 2 (continuation sheet):

Identify the EAS number, account number, and amount for the FY08 carryover:

| EAS Number | Account Number | Amount |
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Identify the EAS number, account number, and amount for the FY09 budget increase:

| EAS Number | Account Number | Amount |
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