



Planning and Budgeting Brief

Date Prepared: May 14, 2009

Subject: **Budget Number Additions/Changes**

This brief provides guidelines for setting up, changing or closing the following types of budgets:

[General Operating Fund \(GOF\)](#)
[Designated Operating Fund \(DOF\)](#) and
[Self-sustaining funds](#).

For other types of budget additions/changes please send request to the following offices:

gcaques@u.washington.edu for Grant and/or Gift budgets
accountg@u.washington.edu for Financial Accounting budgets
sfshelp@u.washington.edu for Loan budgets

Setting up new budget numbers

To request a new budget number, please fill out the [Budget Number Request Form](#) and send it to bgtnum@u.washington.edu.

Changes to budget number fields

To request changes to an existing budget (e.g., status, box number, or org code) please fill out the [Budget Index Change Form](#) and send it to bgtnum@u.washington.edu.

Budget status definition:

- Status 1 = Open to revenue and expenditures
- Status 2 = Open to revenue only; closed to journal vouchers
- Status 3 = Closed to revenue and expenditures; closed to journal vouchers
- Status 4 = Closed; purged at the close of the biennium

Note: To permanently close out a budget, ie. status 4, please ensure the following parameters are met before requesting that your budget be closed.

Field	Parameter
Budgeted Amount	P+C amount must = 0 (Budgeted T is OK)
Expenditures	Must not exceed budgeted amount or actual revenues
Encumbrances	Must be liquidated

Questions or issues concerning these guidelines should be sent to bgtnum@u.washington.edu.