

	PURCHASING DEPARTMENT FREDONIA STATE UNIVERSITY OF NEW YORK	GUIDELINE NO: 113
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		ORIGINAL: January 2003
		LAST REVISED: July 2011
		REVISION DATE: January 2016
TITLE: Requisition Processing Insufficient Funds		

I. Purpose

The purpose of this guideline is to define a procedure for handling requisitions with accounts that have insufficient funds.

II. Procedure

If a requisition is received for encumbrance against a state account with insufficient funds, Purchasing will forward the requisition to Accounting and the department will be notified.

If funds are not available and will not become available in the near future, the requisition will be returned to the department.

If funds are temporarily not available, but are forthcoming, the requisition will be held in Purchasing until funding becomes available.