
MEMORANDUM

To: DR. WYATT R. HUME, PROVOST

DR. FATIMA AL SHAMSI, SG

FROM: DR. NAFEZ ALYAN, THE CFO

SUBJECT: AMENDMENT TO THE UAEU FINANCIAL PROCEDURE # (6/1/4/9)

DATE: 6/9/2010

With reference to clause (0/3/7) of the Financial Policies and Procedures that requires the Provost's approval to change the Procedures, I recommend the following amendment to the Financial Procedure # (6/1/4/9) to read as follows:

On receipt of the approved budget values from the appropriate government agency, Budget and Planning Department drafts a proposal for budget reallocation. Besides the Federal contributions, the budget reallocation includes other unrestricted revenues generated by the University such as: sales from scrap and capital assets, refunds from previous years' expenditures, fines, penalties and forfeitures. The budget reallocation proposal is submitted to the Provost for approval. Budget and Planning Department incorporates any comments and/or suggestions. Once approved, the reallocated budget is circulated to University departments and sections.

- a) Funds may be transferred from one chapter to another subject to the approval of the University Council and upon a decree from the Chancellor.
- b) Funds may be transferred from a line item to another, within a chapter, upon receiving the necessary approvals from the Provost/Secretary General/Deans as per respective approval authority.
- c) The above-mentioned other unrestricted revenues and any actual surplus revenue of any fiscal year will be allocated for spending according to Policy clause # (1/6/3/3-a)

For your kind approval

Approved
Wyatt Hume Provost

7.9.10.