



FAQ's

Q. What is EPCC's operating budget?

A. El Paso Community College's Operating Budget for fiscal year 2016-17 is \$136,425,450.

Q. When and how do I get my Budget Forms 1 & 2?

A. Budget Forms 1 & 2 are emailed to the Budget Heads in October. Additional copies of Budget Form 1 are available in our website under the section, Budget Documents, Budget Book 2016-17 at our website <http://www.epcc.edu/BudgetOffice>. Additional copies of Budget Form 2 need to be requested to our office since this form includes employees' salaries.

Q. Banner is showing an error message that I do not have authorization to access the fund and org. What should I do?

A. Submit a Budget Office Banner Maintenance Form to our office, this will give you access to the specified funds and orgs. The blank form along with instructions and samples are available at <http://www.epcc.edu/BudgetOffice>.

Q. I want to create a Purchase Requisition but my supply account does not have enough funds to cover it. What can I do?

A. In order to avoid a Non-Sufficient Funds (NSF) Flag, submit a Budget Transfer Form to our office with the amount to cover the Purchase Requisition. The blank form along with instructions and samples are available at <http://www.epcc.edu/BudgetOffice>.

Q. I am sending a Budget Transfer Form to the Budget Office, who needs to approve it?

A. The Budget Head and President or Vice President for your executive area is required to approve it. In the instructional area, only the AVP's or Dean's approval is needed.

Q. An employee is transferring to another department, what should I do?

- 1) submit a Budget Transfer Form to our office to transfer the budgeted amount for the position
- 2) submit a Budget Office Banner Maintenance Form to our office to update the approval queues
- 3) submit a Personnel Action Record (PAR) to the Human Resources Department to reflect the changes in Banner

Q. I need to create a Purchase Requisition but I don't know if I have enough funds to cover it. Where can I check?

A. Log on to Banner and type **FGIBAVL** in the Go To box and press Enter. Tab to and type the Fund, Organization and Account numbers. Delete the Program and click Next Block. The Budget Availability Status screen shows the available balance for a fund and org as of the current system date.

Q. When are the Budget Workshops offered, and how do I register?

A. The Budget Workshops are held in February and you can register by phone or email. Our contact information is available at <http://www.epcc.edu/BudgetOffice>.