**Roll Forward Request Guidelines**

Following are the guidelines for requesting a roll forward of unrestricted operating funds:

1. This program is applicable to unspent unrestricted operating funds only (Fund 110002).
2. Unspent operating budget must be available in order to request a roll forward.
3. Please take into consideration any pending P-Card transactions, open purchase orders, or check requests that have not yet posted.
4. Funds for open purchase orders do not automatically roll forward. You must request a roll forward of those funds using this process.
5. All requests must have a specific purpose. For example: A speaker was schedule to visit campus but canceled last minute. The speaker reschedules for the next available date, which occurs in the upcoming fiscal year. In this case, the department may want to request a roll forward of operating funds to cover this one-time expense. Roll forward requests should be due to unforeseen circumstances, such as in the example above, and not for the purpose of increasing the new fiscal year budget.
6. Roll forward requests are good for one-time use only. If not used in the upcoming fiscal year, roll forward funds will be forfeited and will not be approved to roll forward a second time. Following the above example, should the speaker not visit campus during the upcoming fiscal year, the roll forward funds will not be approved for a second year.
7. Provide a FOAP (Fund>Organization>Account>Program Code) for each roll forward request. This is where approved roll forward funds will be deposited.
8. All requests must be submitted to the Budget Office no later than the due date as published in the CC Daily Digest.
9. Submitting a roll forward request does not guarantee approval. All requests will be reviewed and approved by the President and/or the CFO.