

**APPENDIX III**  
**Financial Order Transactions**  
(From the Bureau of the Budget)

FINANCIAL ORDER TRANSACTIONS				
Financial Order Transaction	Effective Date of Financial Order			
	FUND			
	General Fund & Highway Funds	Enterprise Funds	OSR* & Internal Service Funds	Bond Funds
<b>Increase allotment up to legislative authorization</b>				
- current year work program	UA	UA	UA	UA
- unused balance of approp/alloc authorized to carry forward	UA	UA	UA	UA
<b>Increase allotment above legislative authorization</b>				
- new grant/ money **	xxxxxx	UA	30 *	xxxxxx
- unencumbered balance forward	UA	UA	30 *	xxxxxx
<b>Allotment revision</b>				
- increase current quarter by reducing future quarter ***	UA	UA	UA	UA
<b>Intradepartmental transfers</b>				
- transfers between accounts within an agency ****	30	////////	////////	xxxxxx
<b>Line category transfer</b>				
- transfers between line categories within an account ****	30	30	30	30
<b>Key:</b>				
UA Upon Approval of the Governor				
30 Effective 30 days after approved copy is delivered to OFPR. In extraordinary situations, a waiver of the 30-day wait may be requested				
//////// Should the situation arise, please consult with your budget analyst for guidance				
xxxxxx Transaction not permitted by financial order				
* Request considered only if failure to allot would have a detrimental impact on the current program				
** new grant/money: Federal - can allot by financial order for up to one year, after that must receive legislative authorization Other Special Revenue Funds - if there is currently no allocation in applicable program, must receive legislative authorization first				
*** If there is an appearance of a trend (transfers resulting from trends that will cause financial commitments to exceed current appropriations or allocations), a 30-day wait would apply.				
**** Requires explanation why funds are no longer needed for intended purpose				
<b><i>These rules apply unless otherwise authorized in statute.</i></b>				