

**University of Massachusetts Dartmouth
Carryforward Policy & Procedures**

The New carryforward policy and procedures is as follows:

Effective FY2010 all carryforwards will need to be requested. A carryforward request form (see attached) will need to be filled out and submitted to Administrative and Fiscal Services for approval.

Carryforwards can only be used for one-time expenses such as outright purchase of equipment, supplies, and travel. The carryforward request should state the fund and department, amount of carryforward requested one-time purpose/use and be signed by requestor and Dean/Department head. The form should be submitted to Administrative and fiscal services for an approval. Once Fiscal services approves the carryforward will be loaded into the system and an email notification will be sent to the requestor stating the carryforward has been loaded. If the request is denied it will be sent back to the requestor with the reason for the denial. All carryforward requests need to be submitted to Administrative and Fiscal services no later than April 1st. No requests will be honored after this date.