

 <p style="text-align: center;"><b>ADMINISTRATIVE RULES</b></p> <p style="text-align: center;"><b>STATE OF ARKANSAS</b></p> <p style="text-align: center;"><b>BOARD OF CORRECTIONS</b></p>	<b>Section Number:</b>	<b>Page Number:</b>
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	<b>1/12/80</b>	
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		<b>2/1/80</b>
<b>SUBJECT: Allotment of Appropriations and Budget Preparations</b>		

**I. POLICY OF DEPARTMENT:**

To ensure that budget preparation and allotment of appropriations are handled in accordance with the rules set forth by the Department of Finance and Administration and/or the Legislative Council.

**II. EXPLANATION:**

- A. In the expenditure of appropriations, all Chief Administrative Officers are to adhere to the rules established by the Department of Finance and Administration and/or the Legislative Council for the allotment of appropriations. Expenditures must be limited to the amounts allotted unless approval to exceed an allotment is obtained through the Director's Office.
- B. The Chief Administrative Officer of each institution or facility and/or Administrators are responsible for preparing annually an itemized estimate of the financial requirements for the maintenance and operation of the institution facility, or program in accordance with rules and guidelines established by the Office of Budget, Department of Finance and Administration and the Department's Office of Business Administration. Such budget requests must be forwarded to the Director for review and approval.
- C. The Department will have the responsibility for presenting the budget to the Office of Budget, Department of Finance and Administration, the Legislative Council, and the Legislative Joint Budget Committee.