



**THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION  
POLICY AND PROCEDURES  
BUDGET CONTROL OFFICE**

Policy/Procedure Title:	Allotment Memos
Purpose:	This procedure provides communication to divisions on a quarterly basis as to the level of funding available to meet their program mandates.
Abbreviations:	VIDE – Virgin Islands Department of Education OMB – Office of Management and Budget
Policy:	Governor’s Annual Executive Branch Budget as ordained by the 1954 Organic Act

**Procedure:**

1. Once the VIDE receives its approved annual appropriated budget from OMB, the Financial Control Officer in the Budget Control Office prepares and submits quarterly allotments notifications to the Director of Budget Control for further review and approval.
2. Once the allotments are approved by the Budget Control Director, allotments are then forwarded to the respective program directors for further action in the form of disbursing funds to meet program mandates.
3. The allotment notification letter outlines the level of funds being released and what has been released to date where applicable.