

**To: All Deans, Directors, and Department Heads**

From: Becky Abu-Orf  
Melanie Buchanan  
Lori Maddox  
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Date: September 14, 2006

Subject: October 2006-07 Budget Revision

It's time to prepare the October budget revisions for 2006-07. The October revised budget requests should be completed only for unavoidable cost and items in support of strategic initiatives detailed in the strategic master plan or as approved by the President.

The following instructions provide detail for all types of requests. Please call extensions 3305 or 3323 for personnel budget clarification, or extension 3276 for all other budgetary areas.

### **1. Personnel Budget**

- A. Human Resources will transmit separately a personnel budget printout reflecting information currently on the Human Resource System. All information should be verified, and any inaccuracies should be corrected in red. Please note the purpose of this task is to verify current information. Do not make changes to salary amounts or add additional positions on this form.
- B. Any transfer involving personnel positions should list the position number(s) in the justification section of the transfer form (Form B).
- C. Any request to transfer personnel (current regular employees) between positions must be in letter form and approved by the Office of Affirmative Action in addition to the chain of command.
- D. Requests for **essential and unavoidable** increases in temporary pool (adjunct, temporary help, etc.) accounts should be made using the "Personnel Request" form.

### **3. Benefit Requests**

- A. Benefit changes in FICA, retirement and insurance due to increased or new positions will be calculated by the Business Office.

**4. Travel, Operating and Equipment - Essential and Unavoidable Only**

- A. Transfers between budget categories should be made using form "B".
- B. Requests for increased funding in travel, operating, or equipment should be made using the appropriately labeled forms (travel, operating, and equipment).
- C. All requests for software and computer equipment with a cost exceeding \$1,000, or purchased through renewal/replacement funds must be coordinated through the Director of Technical Services.
- D. Requests by services departments for use of renewal/replacement funds should be addressed through the computer resource committee via Kevin Poster. Any departmental requests for these funds should have already been given to your CRC representative prior to this date.
- E. Approvals should include the chain of command.

**5. Due Dates**

September 14, 2006	Budget Packages Transmitted to Departments
<b>September 22, 2006</b>	<b>Budget Requests Due to Vice Presidents</b>
September 22, 2006	Budget Requests Due to Business Office/HR Office
September 25, 2006	Computer Renewal/Replace. Budget Due from CSD
September 25, 2006	TAF Changes TAF Committee to Vice Presidents
September 25, 2006	Budget Requests Prioritized by Vice Presidents
September 25, 2006	TAF Changes due to Melanie Buchanan
September 28, 2006	Budget Recommendation of Vice Presidents Reviewed and acted on by President
October 6, 2006	Personnel Budget Completed
October 13, 2006	Operating Budget Completed
October 13, 2006	Budget Transmitted to TBR

Please remember to use your FOAPAL number(s) on any of the following forms:  
Transfer, Operating, Travel, Personnel, and Equipment Change Forms