

NEXT FISCAL YEAR BUDGET PROCEDURE

Related Board of Trustees Policy: BP 5.1

Approval: May 2012

Revision:

Supervisors with budget authority should input projected needs for the next fiscal year into the SPOL software for their particular units during the Spring semester (a timeline will be given at Cabinet by Institutional Effectiveness). This includes adjunct costs (salaries and benefit amounts combined) as well as other costs, such as future travel expenses, office supply needs, or equipment requests. All requests must be tied to college/departmental priorities or strategic goals.

Supervisors who need additional funding beyond the base budget should request enhanced funding. These requests should be supported with a logical rationale and tied to college/departmental priorities or strategic goals.

All budget information will be reviewed and approved or denied by the appropriate dean and vice president with the final approval or denial being made by the Vice President of Administrative Services.

Once finalized the budget information in SPOL will be used by Financial Services for input into the Datatel System after the state approved budget information is sent from the System Office.

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