



Indiana State University

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Office of the Vice President for Business Affairs University Budget Office Guideline

Subject: Annual Budget Presentations	Source: University Budget Office
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Approved By:	

A. General:

This guideline allows for all academic and support units of the University to engage in University wide budget planning. On an annual basis, Indiana State University conducts a budget planning process based on a core set of values and guidelines that fit within the strategic goals of the institution while maintaining a sound financial picture.

B. Definitions:

1. For purposes of this guideline, an academic unit is defined as a college, school, or stand alone academic division or program. A support services unit is defined as the combined departments, offices, and activities reporting either to the President, Provost, or a Vice President.

C. Guideline:

The following guideline applies to the annual budget planning process.

1. During the Spring semester of each academic year the President will hold individual Unit Budget Planning Presentations with the Provost, Dean of each College/School, and division Vice Presidents.
2. The time and location of the presentations is published in advance and is open to all members of the campus community.

D. Procedure:

1. The University Budget Office will distribute a budget planning memo for the upcoming fiscal year with instructions for the Unit Budget Planning presentations.
2. Each Dean and division Vice President as well as the Provost is expected to discuss accomplishments of the unit during the past fiscal year along with challenges and opportunities for future growth.
3. Requests for new program initiatives should be made using the Budget Request form to be located on the University Budget Office web site. This form is to be used for both base operating and one-time funding requests.
4. Any request for one-time funding for department specific facility renovations or upgrades should be made using the Special R&R Request form.
5. Completed forms are to be submitted electronically to the University Budget Office in advance of the Unit Budget Planning presentations.