To: Budget Unit Managers

From: Steve Morris, Vice President of Business Services

Date: December 14, 2015

Subject: Departmental Budgets for 2016-2017

Earlier this week, a paper copy of detailed departmental expenditures for the first five months of this year were routed to each department head. This historical information should be used in preparing your budget for the upcoming 2016-2017 fiscal year. Departmental budgets are due back to your Vice President's office by Friday February 12, 2016. Please note the following:

1. To complete your departmental budget, log on to http://www.ucumberlands.edu/business/budget.php. Once the forms are completed, please send the completed packet to your Vice President by Friday, February 12. The Vice President will then submit all departmental budget requests for their division to Quentin Young by Friday, February 19th. **Please note that all budget requests must be accompanied by a detailed description of the items or services requested**, and any other pertinent information that will help to justify the request. Following the Board of Trustees meeting in April, a hard copy of each departmental budget signed by Quentin Young will be mailed back to the Vice President.

2. A separate worksheet to request capital needs in the upcoming year can be found at the link above. This worksheet is to be completed separately from the departmental budget and the $ amounts are not to be included on the Budget Report Form summary page. Capital expenses are any equipment purchase or building expenses amount over $2,500. Department heads should note that approved renovation requests may not occur until summer of 2017. The capital expenditure request form that is included is to be submitted to your Vice President by Friday, February 12th. The Vice President will then submit the capital expense requests for their division to Kyle Gilbert by Friday, February 19th.

3. A separate worksheet to request Computer Hardware/Technology in the upcoming year can be found at the link above. Computer hardware is defined as personal computers (PC's), printers and all technology supplies you are requesting for the upcoming year. This will include flash drives, software, etc. An order for the computers and printers will be placed in July 2016 for delivery just before fall classes begin. The computer hardware request form that is included is to be submitted to your Vice President by Friday, February 12th. The Vice President will then submit the computer hardware requests for their division to Donnie Grimes by Friday, February 19th .