

# Instructions for Budget Request Submission

## Budget Request Home Page

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## Submitting a Request

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Are there recurring/operational funds?

Yes  No

*e.g., Software Implementation or Moving Costs*

Yes  No

*e.g., Professional Development*

*\* Do not include benefits.*

*\* Bonus will be calculated on total*

*full cost of compensation (typically between 25-250%)*

*If there are operational funds, an amount is required.*

*If there are no operational funds, an amount is not required.*

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Viewing University Requests (drafts, this year, and last year)

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My Draft Requests

Status View Item

on last monday Draft

View 2020-21 Requests

Chancellor's Division	Academic Affairs	Administration & Finance	Advancement
Athletics	Information Technology	Student Affairs	View All Requests

View All View All View

Cancelling or Changing a Submitted Request

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