

# Instructions for Budget Request Submission

## Budget Request Home Page

General information about the annual Budget process can be located on the Budget Office's website:

[Budget Process Website](#)

This site includes the annual budget process timeline, instructions, and listings for division budget hearings/presentations (which will be updated overtime as they are scheduled/developed).

The Budget Request homepage can be located here: [Budget Request](#)

This site requires a login and can be accessed by all university employees.

## Submitting a Budget Request

To submit a request, click on the purple "New Budget Request" button. By submitting a request, you are attesting that you are authorized to submit the request on behalf of your department.

Please fill out the request form completely. Most fields are required, as indicated by an asterisk.

There is some variance in fields, depending on the selections around type (recurring or non recurring) and category. Recurring requests for new faculty, new staff, and operating increases will allow the user to also indicate if there are any one time/start up costs. Those include moving costs, initial software implementation/training, or one time equipment purchase, for example. Recurring requests for new faculty and new staff also allow for a requested increase in recurring/operating funds, such as those needed to support professional development, periodic laptop replacement, and supplies, for example.

On the form users will encounter two drop down selections (for quantifiable benefits and strategic plan linkage). In both cases users may select all that apply by simply clicking on all applicable choices. When selection is finalized, simply click anywhere else on the form to move on to the next fi

At the end of the form, users will preview all entries on a single preview view. Users can select to save to draft if additional editing is needed or submit if the reque