

Order	Step	Date Opened	Due Date	Notes
1	Notification that the upcoming fiscal year non-personnel budget request form has been opened	2/1/2026	2/28/2026	Instructions along with some important reminders will be in the notification email
2	CFO will compile and review requests then enter them into Draft non-personnel Budget Sheet. Draft budgets with requests will be emailed to Cost Center Mangers	3/1/2026	3/15/2026	
3	Cost Center Managers will review current budgets, analyze prior spending trends, and consider new requests to determine appropriate starting point for next fiscal year	3/16/2026	4/15/2026	Cost Center Manger will document justification for any change in "notes Section". Cost Center Mangers will also be asked to list any "budget manager" if the program budget is managed by another individual
3	Cost Center Manager will meet with program managers and CFO to discuss any possible budget changes.	3/16/2026	4/15/2026	CFO will block off days on his calendar to allow time for each budget manager to set a 20 minute meeting to dicuss possible budget changes.
4	VP's and President will reievew and consider recommendations from Cost Center and budget Mangers and finalize non-personnel Budgets	4/16/2026	4/30/2026	Any changes will be noted in justification tab
5	Final Non-personnel Budget will be integrated into the College wide operating budget and submitted to the System	5/1/2026	5/31/2026	
6	Notification of upcoming fiscal year non-personnel budget will be sent to budget managers	5/1/2026	5/15/2026	CFO will you list of Budget managers to disperse program budget updates