

Unit Operating Budgets Process Timeline

1. On or before October 1 of each year, allocations for the next fiscal year operating budget will be made by the Dean’s office. Additional operating monies will be put into a pool for budget requests.
2. The administrator over each unit can submit a request for funding from the remaining pool. Requests are due November 2, to NCTA-BudgetOffice@unl.edu.
3. Budget requests are considered by the Budget Committee which makes recommendations to the Dean’s Council by November 30. The Budget Committee may seek additional input from unit administrators while making decisions concerning requests
4. Dean’s Council considers recommendations and adds additional recommendations by the meeting in the first week of December. Dean’s Council recommendations are submitted to executive staff.
5. Executive staff reviews reports and makes recommendations for Dean’s final approval by December 20.

<u>Name and contact information for unit requesting funds:</u>																	
<u>Dollars requested:</u>																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Item</th> <th style="width: 15%;">Amount</th> <th style="width: 70%;">Description</th> </tr> </thead> <tbody> <tr> <td>Supplies</td> <td></td> <td></td> </tr> <tr> <td>Travel</td> <td></td> <td></td> </tr> <tr> <td>Equipment</td> <td></td> <td></td> </tr> <tr> <td>Other</td> <td></td> <td></td> </tr> </tbody> </table>			Item	Amount	Description	Supplies			Travel			Equipment			Other		
Item	Amount	Description															
Supplies																	
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Other																	
<u>Justification:</u>																	
<u>Please explain how this request is prioritized in the strategic plan:</u>																	
<u>Budget committee recommendation</u>																	
<u>Dean’s Council recommendation:</u>																	