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

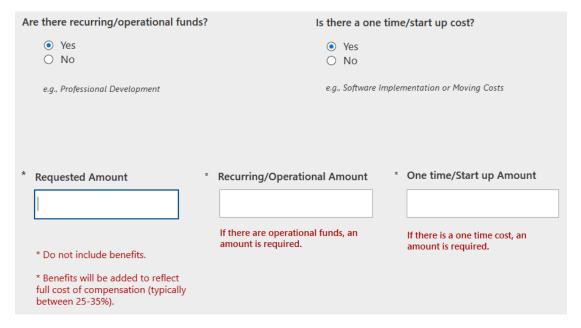
This site requires a login and can be accessed by all university employees.

Submitting a Budget Request

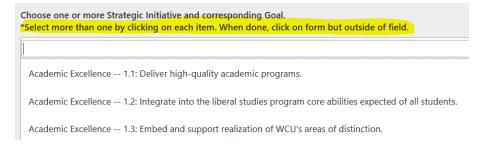
To submit a request, click on the purple "New Budget Request" button. By submitting a request, you are attesting that you are authorized to submit the request on behalf of your department.

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.



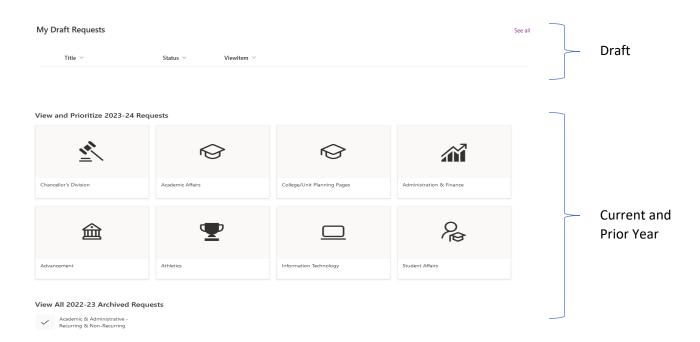
On the form users will encounter two drop down selections (for quantifiable benefits and strategic plan linkage). In both cases uses may select all that apply by simply clicking on all applicable choices. When selection is finalized, simple click anywhere else on the form to move on to the next field.



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 request is complete.

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

Links to all requests (draft, submitted this year, and submitted last year) are all available on the budget request home page: <u>Budget Request</u>



Cancelling or Changing a Submitted Request

To cancel or change a submitted request, contact Morgan Burnett in the Budget Office (x3793, cmburnett@wcu.edu).

Submitting a Facilities Planning Request

The Budget Request site now includes a form for Facilities Planning Requests. Facilities requests are not considered budget requests and are not prioritized alongside other requests. This form is only a mechanism for gathering information about potential building/space needs in a routine and annual way, so that those requests can be considered in capital planning and budgeting processes at the campus and state level.