

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 Request

To submit a request, click on the purple "Submit 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.

Are there recurring/operational funds? <input checked="" type="radio"/> Yes <input type="radio"/> No <i>e.g., Professional Development</i>	Is there a one time/start up cost? <input checked="" type="radio"/> Yes <input type="radio"/> No <i>e.g., Software Implementation or Moving Costs</i>	
* Requested Amount <input type="text"/>	* Recurring/Operational Amount <input type="text"/> If there are operational funds, an amount is required.	* One time/Start up Amount <input type="text"/> If there is a one time cost, an amount is required.
* Do not include benefits. * Benefits will be added to reflect full cost of compensation (typically between 25-35%).		

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 field.

Choose one or more Strategic Initiative and corresponding Goal.
 *Select more than one by clicking on each item. When done, click on form but outside of field.

Academic Excellence -- 1.1: Deliver high-quality academic programs.

Academic Excellence -- 1.2: Integrate into the liberal studies program core abilities expected of all students.

Academic Excellence -- 1.3: Embed and support realization of WCU's areas of distinction.

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: [Budget Request](#)

The screenshot displays the 'Budget Request' interface, categorized into three sections:

- My Draft Requests:** Shows a table with columns for Title, Status, and View/Item. An example entry is 'Allison test monday' with a status of 'Draft' and a 'View & Edit' button. A 'See all' link is visible in the top right.
- View 2020-21 Requests:** A grid of eight request categories for the current year: Chancellor's Division, Academic Affairs, Administration & Finance, Advancement, Athletics, Information Technology, Student Affairs, and View All Requests.
- Prior Year:** Three buttons for previous years: 'Budget Request FAQ's' (View), '2019-20 Division Exports' (View All), and '2019-20 Academic Exports' (View All).

Cancelling or Changing a Submitted Request

To cancel or change a submitted request, contact Alison Joseph in the Budget Office (x3042, ajoseph@wcu.edu).