EVP&P determines PTI budget allocation amount for each unit.

Academic Resources coordinates with the Budget Office, to load allocation amount into PTI accounts (2101 Fund) and position control system.

Academic Resources prepares a sample budget form and rate sheet. The deadline for units to submit PTI budgets is one week from the first day of the semester starting.

Academic Resources provides units with sample budget, rates, deadline, and any assistance needed.

Dean’s offices coordinate department’s PTI budget requests and submits college PTI budget to Academic Resources.

PTI Budgets are reviewed, revised, if needed, and summarized.

Academic Resources works with the Budget Office if adjustments need to be made.

Academic Resources provides Rebel Cards with list of PTI names for the individuals to obtain their Rebel Cards two weeks from the first day of the semester starting.

Academic Resources provides PTI reports to include:
- Budget to Actual Expenses
- number of credits taught by PTIs