Budget Office prepares budget forms and establishes campus wide deadlines, along with training, usually March of each year, depending on the deadlines set by NSHE office.

Budget Office distributes forms, list of accounts and positions, along with other needed information to top level administration.

The EVP&P is responsible for over 350 Self-Supporting budgets.

Chelsea Herrington is the contact for the EVP&P units.

- establishes deadlines for academic units
- sends academic units the forms, list of accounts and positions requiring budgets, notification of training sessions, process guidelines, and deadline information
- assists colleges, departments and individuals to prepare budgets

The dean’s offices are responsible for coordinating their departments, account managers, and their respective budgets.

The dean’s office is to work with their departments and submit completed budgets to Acad. Resources.

Academic Resources will review the budgets and work with units to establish accurate and compliant budgets.

Academic Resources will submit budgets to the Budget Office as final EVP&P approval.

The Budget Office will coordinate budgets for final review prior to submission to the Board of Regents and load into financial system.