

MEMORANDUM

DATE: June 16, 2009
TO: Deans, Directors, and Department Heads
FROM: Jim Florian, Assistant Vice President, Budget Director
RE: FY 2009-2010 Budget Rollover

As we prepare to “rollover” the budget into the forthcoming fiscal year, your assistance is requested in ensuring the accuracy of the base budget detail of your respective unit(s). The Operating Budget worksheets are available on ISW in the FSO – Financial Mgmt folder. These operating budget worksheets represent how your account will “roll” on July 1, 2009. Please review your worksheets for discrepancies. If you find any, please contact Systems Control for instructions.

Note that the renumbering process will occur the evening of June 26; therefore, you will not see the result of your renumbering until the morning of June 29.

If you have any questions, please do not hesitate to contact Rollis Hyman (621-3666) or Elizabeth Curbelo (621-7712) at Systems Control, and Jaime Wilson (621-5182) at the Budget Office.