

TO: President's Cabinet
FROM: Zachary Murray, Budget Director
DATE: June 20th, 2024
RE: **Invitation to Submit Budget Requests for Fiscal Year 2026**

The President's Cabinet, along with the Office of Planning & Budget, invite campus personnel to submit Ongoing budget requests for Fiscal Year 2026 and One-time requests for FY 2025 **by July 19th 2024**.

Reviewing and Submitting Requests:

All requests should be prepared and submitted through the respective department or division in June and July 2024. All requests should be reviewed and prioritized by the departments, division heads, and vice president **prior** to submitting to the Office of Planning and Budget by August 1st 2024. Please work with department heads and vice president to ensure requests can be reviewed before submission.

Requests will be compiled by each division through their Vice President or Cabinet representative using the request sheet provided to each Cabinet member and submitted to the Office of Planning and Budget prior to the deadline. Once submitted, the Planning and Budget Office will review and analyze the prioritized list of requests.

Tie to SUU's Five Opportunities:

All budget requests should have a direct tie to one of the institution's five opportunities outlined in the draft [University Strategic Plan](#). (1-Increase Access & Affordability, 2-Enrich the Academic Experience, 3-Cultivate a Culture of Caring, 4-Enhance Student Success, and 5-Expand Alumni & Community Engagement)

Carryforward Funds Plan for Use:

As a reminder, annual carryforward funds should be utilized for small dollar requests rather than submitting those for University consideration. Due to increasing carryforward balances each division has been asked to submit a plan for utilizing carryforward funds before the carryforward funds will be rolled. Carryforward plans and balances will be considered when reviewing new funding requests.

Any questions about budget requests and necessary details may be directed to your respective Vice President.