

Budget Instructions 09-10

Instructions for the three forms to be used in the budget request process.

The Budget Worksheet and Budget Request Form are both available in Excel and Word versions. Select based on the title.

- 1) Departmental Budget Worksheet (Fiscal Year 2009-10) (Excel) or Departmental Budget Worksheet (Fiscal Year 2009-10) (Word)
 - Complete this form first.
 - Fill in the Dept. Name, the Organization number, and the name of the person preparing the worksheets.
 - In the actual worksheet space, complete the columns as indicated on the form. You can format the forms to total the columns if you wish.
 - You will then copy the totals from the Total \$ Category Budget column onto the Departmental Budget Request Form.

- 2) Departmental Budget Request Form (Fiscal Year 2009-10) (Excel) or Departmental Budget Request Form (Fiscal Year 2009-10) (Word)
 - Complete this form second.
 - Please replace, from the hard copy form you received, the following information:
 - ORGN # e.g. 05040
 - ORGN TITLE e.g. CONTROLLER'S OFFICE
 - DIRECTOR e.g. Frantel
 - ACCT # e.g. 5210
 - Account Title e.g. Supplies
 - For the Excel version:
 - The first three columns have been formatted as numbers.
 - There have been sum totals formatted for each of the columns.
 - The Change in Amount column has been formatted to calculate the difference between the 2009-10 Request column and the 2008-09 Budget column, so all you need to do is (1) fill in the 2008-09 budget from the hard copy form you received, then **(2) fill in the 2009-10 requested amount** and the Change in Amount column will fill in automatically.
 - For the Word version, you will need to fill in all the columns and do your own totals. Calculations have not been formatted in this form.

- 3) Capital Equipment Request Form (Fiscal Year 2009-10) (Word)
 - Complete this form third.
 - Just insert your cursor in front of the tab markers on each line that you wish to enter information on and type.

Please contact Tracy Frantel at extension 7508 should you have questions about using these forms.

****SEND COMPLETED FORMS TO ED MCFARLANE VIA EMAIL.****