Texas A&M International University
Budget Instructions FY 2016

Note: These instructions and process DO NOT pertain to merit.
Merit Instructions and Merit Worksheets will be distributed on May 15, 2015.

Step 1: Completing your Budget Request and Budget Narrative Forms

A Budget Request Form should be completed if a department has at least one request for additional funding and should include all individual budget requests for the new fiscal year. Each individual request must be prioritized and identified as “one-time” or “recurring.” Each request must also include an associated strategic plan goal, a budget category/classification, an indication of whether or not the request appears on the AIER report, the proposed paying account number, the amount requested, and a brief description of the request. Requests will not be considered if alignment with the Strategic Plan is not indicated.

A Budget Request Narrative Form must also be completed for each item listed on the Budget Request Form to provide greater detail about each request. Each narrative must include the associated strategic plan goal, as well as the strategic plan imperative. The imperatives and goals from the 2011 - 2015 Strategic Plan are attached for your reference and will be used since the 2016-2020 Plan is under development at present. Requests aligned with AIER reports must include a brief justification in Budget Request Narrative.

Note: Requests for salary increases (i.e. promotion, reclassification, or market/equity adjustment) must take merit into account, as any employees receiving salary increases at the start of the fiscal year will be ineligible for merit later that same fiscal year.

Step 2: Submitting your Budget Request and Budget Narrative Forms

Completed Budget Request and Budget Narrative forms must be submitted electronically to your appropriate supervisor (Dean, Vice President, etc.). Your supervisor will, in turn, compile the requests for their area and submit a consolidated Budget Request Form and your original Narrative forms electronically on your behalf.

Note: Budget Requests Forms will only be accepted from the President and VPs.

Budget Request Schedule:

Budget Instructions, Budget Request, and Budget Narrative forms distributed…………….. March 30th
Budget Request and Budget Narrative forms due back to VPs…………………………… April 13th
Budget Request and Budget Narrative forms due to VPFA…………………………… April 20th
Budget Request Presentations to Budget Advisory Committee (BAC)……………….. week of May 4
Budget Requests Review with BAC…………………………………………………… week of May 11
President and VPs Review BAC Recommendations…………………………………… May
President Approves FY 2016 Budget………………………………………………… July/August

Note: Requests are not final until the complete budget is approved by the President.

Please direct any questions pertaining to budget preparation to Fred Juarez, ext. 2448 or Christy Martinez, ext. 2371.