

*Intercultural
Programs*

UNIVERSITY OF IDAHO

Explanation Sheet

To Accompany Budget Request Forms

for the Fiscal Year

1 July 1972 - 30 June 1973

Important

1. Completed forms due in Business Office by 26 May 1971.
2. Support requests by separate memorandum of explanation (attached to proper schedule - on 8½" x 11" paper) wherever necessary.
3. Be sure to sign summary forms.

GENERAL INSTRUCTIONS:

The attached forms are to be used to file budget requests for the fiscal year which starts 1 July 1972 and ends 30 June 1973. Initial figures should be established by Department Heads and forwarded to the respective Deans or Administrative Heads for review and approval, who in turn transmit the approved requests to the Business Office. These requests will constitute a basis for preparing an annual budget request for approval by the Regents of the University and presentation to State Officials and the State Legislature. Budgets for self-supporting activities (Restricted Current Fund) are not required at this time.

In order to record the full story, it is recommended that the full departmental requests be shown and that adjustments by Deans or Administrative Heads also be shown.

Apparently, the maximum amount which the Regents will approve for transmission to the Governor's Office and Legislature will be based upon what the revised formula computations indicates as being required. Based upon the present enrollment projection, it seems that the University of Idaho might be allowed to request about a 7% increase over the 1971-72 fiscal year budget.

The total budget request by Division in Category I must not exceed your total budget for fiscal year 1971-72 by more than 10%.

Under Category II you may list, in order of priority, any additional requests over the 10% which you feel should be submitted.

On the Summary of Budget Request and the other budget forms, please do not add Category II to Category I, but indicate separate amounts and items for each category.

It is recognized that the Departments do not have the 1971-72 budget. The amounts for 1971-72 can be obtained on May 18th by calling Don Amos, Business Office, 6538, and he will furnish the information.

Departmental estimated incomes should be realistic and in accordance with current prices and charges. Estimated incomes which vary greatly from current income rates should be fully explained.