Hi All -

As we are getting closer to the upcoming Budget Construction Process, the Budget office is going to hold two hands-on training workshops for College Business Managers, V.P. Budget Coordinators, and Auxiliary Budget Groups.  The workshop is designed for the select group who will ultimately prepare and/or submit overall unit budgets to your Deans and VPs.

The information we will cover in the workshops may be redundant to the sessions we held a couple of years ago as there is no change in the process, but we will review and discuss the revised Non-E&G budget forms that many of you will be handling.  Please share this information with those folks in your area /college who may involve in the process but may not be included in this group email list.

Due to limited seating, please contact Megan Lesko ([mlesko@fau.edu](mailto:mlesko@fau.edu)) to sign up for one of the workshops.

Workshop schedules:

                Time                                      Date                                      Location

1st:          10am – 11:50am,              March 30, 2011                  SO 200 computer lab

2nd:         8:30am – 10:50am            March 31, 2011                  BU 405 computer lab

Please let me know if you have questions.

Jie

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