

Fall 2017 Budget Request Timeline

September 25: ASI budget packet available to internal entities and staff.

October 27: Requestors must email Monica Campos (monica.campos@csuci.edu) completed budget packet no later than 5 p.m. Completed budget packet includes:

- Budget Request Excel
- Budget Request Power Point
- Scanned copy of signed BASC procedures

NOTE: Budget packets turned in after the deadline will not be accepted.

October 30 – November 3: Budget requestors must sign up for a budget presentation time. Monica Campos will email a sign up link to each requestor. Sign-ups are on a first-come, first-served basis.

November 6 – November 17: Present budget Power Point presentation to the BASC during your assigned budget presentation time.