

# Minnesota State University, Mankato

## FY2003 Revised Addendum to Equipment Process Document of 11/19/02

Prepared 11/19/02

For FY03, the timeline for Equipment Allocation Process will be amended as follows:

*No Later Than:*

September 1 Budget Work Group recommends a FY03 divisional (core) equipment budget to the President.

September 15 President authorizes the FY03 divisional (core) equipment budget.

Four faculty working weeks after President approves Equipment Allocation process, prioritized divisional institutional projects lists will be due to the Budget Office.

December President approves Equipment Allocation Process

January Institutional projects lists due to Budget Office

January 30 Budget Work Group prioritizes institutional projects list

February Budget Sub Meet & Confer reviews and comments on institutional projects list

February 15 Budget Work Group submits prioritized institutional project list to President

March 1 President approves institutional projects list and Budget Office distributes budget for these projects.