




Alcorn
State University

MEMORANDUM

TO: Deans
FROM: 
Interim Executive Vice-President/Provost
RE: **FY 2016 Budget Planning Requests**
DATE: February 4, 2015

This memo serves as an official request for you to work up a list of all your budgetary priorities (and the justifications for the same) for each department in your unit for FY 2016. If new money becomes available, we will use your priority list to help us determine the distribution of such funds.

Second, look at your current budgets and make any adjustments, if any, in each category (i.e., travel, commodities, contractual, and etc.). You may move funds from any of these categories to another, except personnel.

In order to give this office adequate time to review your budget priorities and revised budget, we will need you to submit a preliminary budget by the close of business, **Wednesday, February 11th, 2015**. Thanks for your prompt response.