

2018-19 Budget Request Procedures

1. 2018-19 Budget Request Form – available at <https://www.clatsopcc.edu/about-ccc/financial-and-budget-reports/budget>
2. Please discuss the budget request proposal with your Supervisor.
3. Complete the 2018-19 Budget Request Form by Thursday, March 1, 2018, and submit proposal to your Supervisor.
4. Supervisor will forward a copy to Evon for posting on SharePoint - <https://clatsopcc0.sharepoint.com/Shared%20Documents/Forms/AllItems.aspx?viewpath=%2FShared%20Documents%2FForms%2FAllItems%2Easpx&id=%2FShared%20Documents%2FCollege%20Services%2FBudget%20Documents%2FFY%2018%2D19%20BUDGET%20DOCUMENTS>
5. Proposals will be reviewed and discussed at Cabinet meeting, Tuesday, March 6, 2018.
6. Budget Advisory Committee will receive proposals, Thursday, March 8, 2018, at 3:00 p.m. in Towler Hall, room 306*. Proposal presentations will be planned for 5-7 minutes to provide additional information and answer questions.
7. A second Budget Advisory Committee meeting will be Thursday, March 22, 2018, at 3:00 p.m. in Towler Hall, room 306*, if needed.

*Room subject to change.