

## **Budget Timeline**

1. **December 1** - Guidance forms distributed
2. **December 1-January 10** – Individuals submit Budget Requests
3. **January 13-February 7** – Budget Item Proposals reviewed by RP1. Submission by February 7
4. **February 8-March 1** – Budget Item Proposals reviewed by RP2. Due to Budget Office by March 1
5. **March 1 Review by Budget Office begins and continues** as needed until early April 3
6. **April 3** – Proposed Budget document completion