



Budget Office
Business and Finance

MEMORANDUM

To: Vice Presidents
Columbia Campus

From: Leslie Brunelli
Associate Vice President for Finance and Budget Director

Date: February 2, 2009

Subject: Initiative Requests
Identifying New or Expanded Programmatic Needs for 2009-2010

As part of the annual budget development process, the Budget Office is seeking your assistance in developing a comprehensive list of your unit's new or expanded programmatic needs for 2009-2010. The weak economy has created budget problems for our institution and State this fiscal year and future budget projections do not indicate any relief. Our institution has faced unprecedented budget cuts with additional budget reductions expected. Therefore, it is recommended that only mission critical initiatives should be submitted for the next fiscal year.

The web-based tool developed last year provides units a user-friendly process to request mission critical funding for support of expansion to existing activities or programs as well as the development of new activities or programs. The identification of new or expanded programmatic needs provides a process where a Vice President can communicate a prioritized listing of divisional funding needs to the Budget Office. The Budget Office uses the information provided to prepare a summation of requests for review and consideration by the President.

The web-based system for submitting initiative requests is available today, February 2, 2009 and can be accessed at the following link: <http://busfinance.admin.sc.edu/budget/tools.asp> . All initiative requests should be completed prior to March 31, 2009. All initiative requests should be reviewed and approved by the respective Vice President of each unit before being submitted to the Budget Office. The "Initiatives' User Guide" has been updated and is available on the Budget Office's website. Please use the following link to access the user guide: http://busfinance.admin.sc.edu/budget/budget_process10.asp.

Should you have any questions or need additional clarification, please feel free to contact me by email lgbrunel@mailbox.sc.edu or by phone at 7-1967.