

**Lake Region State College**  
**Policy and Procedure Manual**

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SECTION 900.06  
BUDGET PROCESS

1. Each Spring the Director of Academic Affairs seeks employee input on the budget for the upcoming fiscal year utilizing the *Budget Request Form*. The Director of Academic Affairs and Vice President of Academic and Student Affairs allocates funds to achieve campus goals and objectives.
  2. Changes to the budget must be approved by the Director of Academic Affairs or Vice President of Academic and Student Affairs.
  3. Equipment and supply funds must be expended by April 15. Funds not expended by this date may be allocated to meet campus needs. Extensions to this deadline must be approved by the Director of Academic Affairs or Vice President of Academic and Student Affairs.
  4. Employees are expected to be fiscally responsible and to ensure funds are used appropriately.
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**History**

Approved by Administrative Council 05/11/15