

THE UNIVERSITY OF NORTH CAROLINA

OFFICE OF THE PRESIDENT

ADMINISTRATIVE MEMORANDUM

SUBJECT General Instructions-1971-73 Budget Requests

NUMBER 9 (two pages)

DATE January 6, 1970

1. Calendar. The following schedule is established for submission of materials required by the Department of Administration, the Executive Committee and General Administration.

January 12, 1970..... Enrollment Estimates to General Administration from Campuses.

January 16, 1970..... Enrollment Estimates to Budget Division and Board of Higher Education from General Administration.

February 20, 1970..... Proposed Capital Improvement Project Forms to General Administration from the Campuses.

March 1, 1970 Proposed Capital Improvement Project Forms to State Property Control and Construction Officer from General Administration.

March 1, 1970 "A" Budget Requests to General Administration from Campuses.

March 13, 1970 "A" Budget Requests to Executive Committee.

April 1, 1970 "A" Budget Requests to Budget Division from General Administration.

April 10, 1970 "B" and "C" Budget Requests to General Administration from Campuses.

May 8, 1970 "B" and "C" Budget Requests to Executive Committee.

May 15, 1970 "B" and "C" Budget Requests to Budget Division from General Administration.

2. Preparation and Submission of Materials. The estimates and other data required in preparation of the budget requests will be executed as detailed in:

MEMORANDUM, October 10, 1969 To: Chief Executive Officers and Business Managers, All State Institutions, Departments and Agencies FROM: Carroll L. Mann, Jr., State Property Control and Construction Officer SUBJECT: Capital Improvements, Three-Biennia Program 1971-73; 1973-75 and 1975-77.

MEMORANDUM, December 9, 1969 TO: Heads and Business Officers, All State Institutions of Higher Education FROM: G. A. Jones, Jr., State Budget Officer SUBJECT: Overhead Receipts.

BUDGET MEMORANDUM NO. 577, December 19, 1969 Requests for Capital Improvements, 1971 General Assembly. TO: Chief Executive Officers and Business Managers, All State Institutions, Departments and Agencies FROM: G. A. Jones, Jr., State Budget Officer and Carroll L. Mann, Jr., State Property Officer.

INSTRUCTIONS FOR PREPARATION OF REQUESTS FOR BIENNIAL APPROPRIATIONS FOR OPERATIONS, 1971-73, December 23, 1969 from Budget Division.

BUDGET MEMORANDUM NO. 579, January 2, 1970 Enrollment Estimates 1971-73 TO: The Heads and Business Managers of all State Institutions of Higher Education FROM: G. A. Jones, Jr., State Budget Officer.

and such other instructions or MEMORANDA as may be issued by the Budget Division.

All material submitted to General Administration will be forwarded in the number of copies required by the Department of Administration plus four copies for use by General Administration.

3. Special Note in Regard to Inter-Campus Programs. Budget requests for continuation and expansion of the Marine Sciences and Urban Affairs programs will be submitted by General Administration. Proposals from the individual campuses ("A", "B" and "C" Budget Requests), on the appropriate forms, will be submitted from the campuses to Vice President Bishop for review and preparation of the combined program requests. These special requests will be submitted in accordance with the schedule cited in the Calendar.

W. Friday