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:


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


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.