

Frequently Asked Questions (FAQ)

Budget Development Forms

- **Who is my budget analyst?**

Budget Analysts are assigned by division

Academic Affairs - Alisha Collins

Student Affairs - Laura Turner

***All Other** - Ginger Walker

**Finance & Administration, University Advancement, Governmental Relations, Enrollment Management, Diversity, Equity and Inclusion, Information Technology, Marketing & Communications, and Athletics*

- **Which budget form do I use?**

Budget Request Form – The purpose of this form is to request **new** funding for the upcoming fiscal year.

Budget Reallocation Form - The purpose of this form is to allow reallocations of **existing** budgets.

Differential Tuition Request Form – This form is for Academic Units heads only to request contingency or reserve pool funds available from differential tuition.

- **What if I am planning to purchase a new item with funds from my existing budget?**

The Budget Request Form is not necessary if you are using existing funds. Please complete the Budget Reallocation Form, if needed.

Example: If you need to purchase new software from existing student wage funds, you would complete the Budget Reallocation Form to move funds from 670140 (Student Wages) to 72B0 (O&M).

- **Can I use a priority number more than once?**

You should have a separate priority ranking for Capital and Non-Capital Requests (Operating/Personnel). You can have two number 1 priorities--one for capital and one for operating/personnel.

- **How do I submit multiple requests?**

One Budget Request Form must be completed for each new funding request

Example: A new faculty position request requires one form submission and an O&M increase for a new program requires an additional form submission.

- **Why would I need to answer “request new org” in the Organization Code question?**

If you have a new program in which funds should be kept separate from existing organization codes, you may want to request a new organization code. Please contact your budget analyst to begin this process as soon as you submit the related request. ***Do not submit the new organization code request form in SFA Business forms without discussing with your budget analyst first.***

- **How do I request a new organization code?**

Please contact your budget analyst.

- **What are capital requests?**

Please review the HEF Guidelines on the Controller’s Website at <http://www.sfasu.edu/controller/docs/hef-guidelines.pdf>. If you need further clarification, please contact your budget analyst.

- **Who can submit requests?**

Budget Form access is granted for unit heads and above, as well as designated support staff. Please contact your budget analyst for access questions.

- **Do I need to request existing cloud based software that is currently paid on HEF as a new request?**

Yes. If you are unsure of your existing cloud-based software, please reach out to Mike Coffee in ITS and then complete a Budget Request Form for Capital.

If you are requesting new cloud-based software, please submit a Budget Request Form.

- **If a budget request involves more than one department, who submits the request?**

The department that the request primarily aligns with. Please coordinate with all parties involved and ensure only one request is submitted. If you need further clarification, please contact your budget analyst.

- **Should I request capital eligible items in both Capital and Operating?**

No, please only submit capital eligible items as a Capital request for FY 2022.

- **What if my Budget Reallocation Form is being forwarded to the wrong supervisor?**

Please contact your budget analyst.

- **Can I move budget between two different fund codes (i.e. 150002 to 150016)?**

No. The Budget Reallocation Form will allow you move budget between different fund codes but your request will be denied by your budget analyst. Please ensure that you are moving budget within the same fund only.

- **What should I do if I am not able to see all of my fund, organization, or account codes for the Budget Reallocation Form?**

Please remember you will only see funds in which you are allowed to move budget within account codes.

This includes funds 150002, 150016, 150014, 159991, 310030 and 350010 only.

Account codes are limited to 670090, 670101, 670102, 670103, 670140, 670151, 670152, 71B1, 72B0, and 74B0.

Please contact your budget analyst if you have any questions or need further clarification.
