**POLICY AND PROCEDURE FOR FINANCIAL AND RESOURCE REQUESTS**

**Policy for financial and resource requests**

In order to be good stewards of university resources, Texas A&M University-Kingsville makes every attempt to align financial and human resources with the strategic priorities of the institution. In that vein, the primary method of requesting resources is by clearly outlining needs that align with university and departmental goals in the university’s Institutional Effectiveness Plan (IEP) short-term and long-term resource requests.

There are times when departments or individuals have immediate needs that were unknown at the time of the IEP reports, or that simply do not align with the standard budget process. In that case, the CEO and President of the university may be able to allocate one-time funds or on-going allocations. In order to provide clear explanations of needs, university members will be expected to follow a formal process for making financial and resource requests. A procedure of hierarchical approvals will be maintained so that requests are fully considered and possibly rejected or funded with existing resources prior to being presented to the president for consideration.

**Procedure for financial and resource requests outside of the IEP process**

1. Determine full-cost of the request and have itemized listing of cost (salary, benefits, wages, construction estimate, etc.) and give detailed explanation of the expenses,

2. Write formal memo or proposal for Dr. Tallant inclusive of purpose/need, business plan, funds needed, proposed fund source (if known), and acknowledge any other sources of funds available to pay for a portion of the cost (salary savings, grant matching funds, donor funds/private fund raising, etc.),

3. Present memo or proposal to appropriate VP. Student proposals for support should route through Senior VP for Student Affairs, Enrollment Management, and University Administration,

4. VP should route through the CFO for a review for improvements or refinement prior to be sent to Dr. Tallant when funds are requested from E&G, DT, University Services Fee, other student fees, HEF, RDF or other any reserve,

5. Send to Dr. Tallant and discuss the proposal or request,

6. If president approves, he will sign-off on the request and send a copy of the signed memo or proposal to the following: Originator of request, VP, AVP, and/or Executive Director who supervises the unit, and to the Office of Budget.