

Monterey Peninsula College

Cover/Signature Sheet

For: Budget Construction Package, FY 2009-2010

Date: 3/3/2009

To: Department Budget Managers

The 2009-10 Budget Construction Package includes:

- Directions
- The **Budget Printout** form
- The **Increase to Existing Budget Line** form (*see special instructions on form*)

(Requests for funds to support Strategic Planning Objectives are to be submitted using the **Action Plan** process. The Action Plan is a separate package, with a deadline date in Spring, 2009.)

This cover page should accompany the budget request package, to be signed as it is approved. Be sure that each package is identified by name and number. If you manage more than one department/cost center, please keep the packages separate.

The deadline for submission of Budget Development funding requests on these forms to the Vice President for your area is: March 24, 2009.

Department Name

*Signature of Department Budget Manager/
Division Chair*

Date

Department Number

Dean's Signature

Date

Vice President's Signature

Date