

Clayton State University
Budget Period 2024
Budget Meetings – Spring 2023

1. The Budget Office will provide you with your breakdown of any budget your division/department had remaining for FY2020-FY2022. These will only be for your non-personal services (Travel, OS&E, and Equipment) budgets.
2. You will need to provide a completed Budget Priority Request form for any funding needs you might have. You will need to rank and assign each of your requests with a priority number on this form. The form can be found at Z:\Budget_Council\FY 24\FY24 Budget Meetings. If you do not have any funding needs, there is no need to complete the sheet.
3. It would be greatly appreciated if you could submit these completed forms to Scott McElroy prior to your Budget Pre-Meeting with Corlis, Akwai, and Scott. If not, then you must bring these completed forms with you to that meeting.