

MEMORANDUM

May 31, 2007

TO: Provost and Vice President Joseph Sheley
Vice President Stephen Garcia
Vice President Carole Hayashino
Vice President Lori Varlotta
Vice President David Wagner
Chief Information Officer, Larry Gilbert
President's Office, Carol Ensley

FROM: Dr. Alexander Gonzalez, President

SUBJECT: Campus Operating Fund's All University Expenses Call for Fiscal Year
2007/08

This is a request to review your current Operating Fund's All University Expenses list and submit the recommendations with rationale for the 2007/2008 fiscal year.

An All University Expense (AUE) is a special allocation of the University's funds that is made before baseline allocations are made to the University's divisions. The allocation is restricted to a specific type of expense that has universitywide implications and is outside the normal scope of operation for any division or program center. The allocation cannot be transferred or used for any purpose other than that for which the allocation was initially approved. The appropriate Vice President can grant exceptions for purposes related to the original intent.

Using the attached form, review your All University Expenses and enter the 2007/08 Requested Budget amount for each line item. If an item is no longer needed, please so state and request \$0 funding. In addition, list your rationale for any All University Expense changes, additions or deletions and include your cost calculations.

Please submit your completed form (electronic submissions only) to the University Budget Office by **Friday, June 29, 2007**.

Please contact Stacy Hayano, University Budget Officer, at x83909 if you have any questions.

Enclosure: Operating Fund's All University Expenses Summary by Division
2007/08 All University Expenses Budget Request Form

Cc: University Budget Advisory Committee
Budget Office

