

## **Business** Office

"Count on Satisfaction"

## Alert Notice

Issued: January 5, 2017 Number: 2017-20

## **Budget Development Application Open Lab**

The Budget staff will host an open lab to assist departments with the submission of their FY 2018 budgets. The lab will be a drop-in center, therefore no appointment is necessary.

As a reminder, the deadline to submit budget requests for each of your organizations via the Budget Development Application is Tuesday, January 31, 2017.

The lab will be open during the following hours:

- Friday, January 20 8:30am 11:30am G-205
  Friday, January 27 8:30am 11:30am G-205
- Thank you for your continued cooperation. If you have any questions, please call the Budget Department at 872-4620 or 872-4644.

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