OU CNC Budget Preparation

Policy and Procedure
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OUCN Budget Preparation

Policy and Procedure

**Policy:** The OU College of Nursing Budget Preparation must follow OUHSC and OUCN guidelines.

**Purpose:** The OU College of Nursing Budget Preparation policy and procedure is intended to define the preparation guidelines for the OUCN Budget.

**Scope:** Finance
OU College of Nursing Budget Preparation Procedure

1. The following budget information is sent to department by the OUHSC budget manager:
   a. FYXX Budget Calendar
   b. Department Worksheets and instructions for the current budget
   c. A report identifying SPNSR projects with end dates prior to July 1, and instructions
   d. An application to establish a Chartfield Attribute Value form
2. OUHSC budget training must be attended.
4. Begin working with administration in trying to balance target letters with the current year budget.
5. Run queries all through budget time and look at numbers.
6. Balance to the FY target.
7. Print final worksheets, which should be part of the OUHSC budget book.
8. See link below for further information:


Revision History

<table>
<thead>
<tr>
<th>Revision</th>
<th>Effective Date</th>
<th>Description of Changes</th>
<th>Requested By</th>
<th>Approved By</th>
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<tbody>
<tr>
<td>1.0</td>
<td>9/1/2011</td>
<td>Initial Release</td>
<td>Linda Wood</td>
<td>Assistant Dean of Finance and Administration</td>
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<td>1.0</td>
<td>4/8/2014</td>
<td>Reviewed and no changes needed.</td>
<td>Sandra Fix</td>
<td>Assistant Dean of Finance and Administration</td>
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<td>Updated logo 10/13/2015</td>
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