PFT Budget Timeline

- **August 15th**
  PFT leaders provide proposed budget for next programming year to designated PLC*

- **September 1st**
  Budget is returned to PFT by the PLC, if revisions are necessary

- **September 15th**
  All PFT budgets are approved including those needing revisions

- **September 15th-30th**
  Budgets are shared with appropriate department accountants

- **October 1st**
  New budget goes into effect
  
  - Beginning with the budgets filed in August 2022, there is a limit of $4,000.00 carryover money. Any money, above that amount on October 1, 2022, will be swept and put into a general fund to support KSRE Programming efforts.

- **March 1st**
  New year money should be available and deposited into each PFT account

- **Balances will be provided to each PFT on a quarterly basis**

Once the budget is approved, requests for reimbursement can be made to Michelle Gieber, mgieber@ksu.edu through proper invoice related to expenditures. If expenditures match budget narrative, they will be promptly reimbursed. If they do not, the PLC will be contacted and conference with PFT leadership. If there is a need to request approval for expenditures not in the approved budget, these should be made through the PLC using the appropriate form at least 30 days in advance of intended purchase.

- Please refer to Budget Narrative Lines 9-12

5/31/23