## ALCORN STATE UNIVERSITY
**BUDGET PLANNING AND DEVELOPMENT: FISCAL YEAR 2021 - 2022**

<table>
<thead>
<tr>
<th>MONTH</th>
<th>TASK</th>
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| **FEBRUARY** | ▪ President Calls for Budget Requests  
▪ Supplemental Budget Templates Are Provided, as Necessary  
▪ **February 1st** - Banner Budget Request Form FBABDRA is OPEN  
▪ Departmental Budget Requests Are Submitted to Divisional Vice President for the Upcoming Fiscal Year.  
▪ **February 26th** - Banner Budget Request Form FBABDRA is CLOSED |
| **MARCH** | ▪ **March 1st** - Divisional Budget Request Proposal Packet is DUE to the President and the Sr. VP FASO/CFO by 12 noon.  
▪ Budget Hearings Are Conducted for ALL Divisions |
| **APRIL** | ▪ **April 30th** - Current Fiscal Year is CLOSED for Purchasing and Travel Requests Using Educational and General Funds |
| **MAY** | |
| **JUNE** | ▪ **June 30th** - Current Fiscal Year ENDS |
| **JULY** | ▪ **July 1st** - New Fiscal Year BEGINS  
▪ Banner Finance System is Available for Use |
| **AUGUST** | ▪ Budget Transfer Requests Are Accepted by the Budget Office for the Current Fiscal Year  
▪ Printed Budget Document is Available for Distribution |