

February 14, 2008

MEMORANDUM

TO: Vice Presidents, Deans, Department Chairpersons and Heads, Directors and Account Executives

FROM: Stephen J. Guttman

RE: 2008-2009 Budget Materials

The Board of Trustees approved the 2008-2009 final budget parameters on February 8. It is now time to move forward with constructing the line-by-line budgets that define our financial plan for the upcoming year. Your assistance is requested in this important task, and I thank you in advance for the effort you will put into this year's process.

You are being provided with the necessary general instructions and forms that you will need to complete the budget process. If there are any materials or forms missing for particular accounts in your area of responsibility please immediately contact the Budget Office at extension 8-4204 or network inbud@lehigh.edu.

All unrestricted and restricted indexes need to be budgeted. Therefore, unless you use electronic budgeting, all expense budget forms that have been distributed must be returned. The salary form "FY0809 Working Budget" only needs to be returned if pertinent information is changed (see the directions). The Budget Office will be happy to help you with any projections or estimates that would be of assistance to you. If an index is closed or will be closed by June 30, 2008, please write a note on the form and return it to the Budget Office.

A complete set of instructions, titled "Budget Guidelines" is available on the Lehigh Budget Office web site.

As has been the practice in prior years, department chairpersons and heads, and center and institute directors will be receiving further budget guidance and directions from appropriate deans and/or vice presidents.