

**CENTRAL CONNECTICUT STATE UNIVERSITY
BUDGET CHANGE EXECUTIVE SUMMARY INSTRUCTIONS
FY 2027 BUDGET PROCESS**

Introduction

Each Executive Team Member has until 5 pm on January 21, 2026 to submit requests for consideration.

The Budget Process calendar assumes that collaboration, discussion, and request forms will be utilized in accordance with the applicable timeframes. In addition, to the extent that there is potential overlap with other divisions, please coordinate with that division to eliminate any potential duplication.

The Executive Team Member's final submittal shall represent those proposals which are of the highest priority to advance their division and the University towards achieving our strategic goals.

If there are any questions on the FY27 Budget Request process, please contact the Budget Office at budget@ccsu.edu.

Base Budget Request Form Instructions

The Base Budget Request Form should be used to request any additional operating funds, even if the item requested is being partially funded via reallocation. The form represents the opportunity to fully describe and justify why additional funding would move the University towards meeting its Strategic Objectives. Each of these requests will be linked to the Budget Request tab in the UPBC Portal.

- Tab through the form and enter all requested information, using the drop-down entries where applicable
- Itemize description components at the bottom of page 1; fields are calculated and will produce a net total
- Question 7 allows for multiple entries; click first selection and hold down Ctrl key for additional selections

As you complete the Base Budget Request Form be mindful to:

- Provide sufficient detail to facilitate decision making
- Request funding for any new position at the minimum salary of applicable bargaining unit/managerial range available at [Fiscal Affairs/reference documents](#)* with the appropriate estimated fringe benefit rate (33.00% for all employees except for part-time lecturers which should be priced at 8.15%).

One Time Budget Request Form Instructions

Fill out One-Time Budget Requests for any FY27 *One-Time-Non-Capital-Requests* that would not be able to be absorbed in your existing base budget allocations. One-Time are requests that will be considered if there are fiscal year-end savings. ***Request submissions must be completed and paid within the approved funding period.*** Do not include any requests that cover multiple fiscal years (e.g. three-year membership, software purchases, etc.). Due to possible tax implications, any Capital Requests for the Student Center, Food Service/Dining Halls, Bookstore or Residence Life should be included under the **One-Time category only**. Each of these requests will be linked to the One Time Budget Request tab in the UPBC Portal.

- Tab through the form and enter all requested information, using the drop-down entries where applicable
- The # of items requested, and cost fields are calculated and will produce a total
- Final question allows for multiple entries; click first selection and hold down Ctrl key for additional selections

Capital Budget Request Form Instructions

Capital Equipment is generally defined as costing \$5,000 or more per item with a useful life of 1 year or more. Items which do not meet these criteria or are not equipment (i.e. staffing) will be removed from the request.

IT Requests must follow the [Information Technology Committee \(ITC\)](#) Process. This includes new purchases, upgrades, maintenance, freeware, and any other software and hardware needed in classrooms and labs. The deadline this year for submitting requests is October 27, 2025. Each of these requests will be linked to the Capital Budget Request tab in the UPBC Portal.

- Tab through the form and enter all requested information, using the drop-down entries where applicable
- # of items requested and cost fields are calculated and will produce a total
- Enter the location where the equipment will be placed, entering the lab location in the appropriate field
- Final question allows for multiple entries; click first selection and hold down Ctrl key for additional selections

Completed Form Instructions

When complete, save forms as PDF using the Save As feature in Adobe, naming the file as follows: FYXX_FormName_Department_#.pdf

All forms are to be submitted to the appropriate division coordinator for entry into the Unit Portal in Power Apps.