

UBPP 7000 POLICY CATEGORIZATION OF RESERVES

EVP PROVOST/EVP ADMINISTRATION

- Review Hyperion Report FOH0007 – Unrestricted Reserves and Savings Summary for UBPP 7000 as of June 30, 2011
- Finance Self-Service (LoboWeb Finance) – Categorization of Reserves
 - Review FY12 categorizations for your direct reports
 - Review Deficit Reduction Plans for your direct reports (if applicable)
- Review Banner ePrint Reports for your direct reports
 - FZRFBDT – Categorization of Reserves Detail
 - FZRFBSM – Categorization of Reserves Summary
 - FZRFBDR – Categorization of Reserves Deficit Reduction (if applicable)
- Review FY12 UBPP 7000 Policy Section 4 Deficit Compliance Exemptions submitted by your direct reports (if applicable)
- Fill out EVP Provost Office/EVP Administration Office FY12 UBPP 7000 Policy Summary Memo template <http://www.unm.edu/~budget/UBPP7000/>
- EVP Provost/EVP Administration reviews material and signs memo
- Submit memo and attachments (if applicable) to the Office of Planning, Budget and Analysis by September 15, 2011