

UBPP 7000 POLICY CATEGORIZATION OF RESERVES

STUDENT AFFAIRS/FOUNDATION/COLLEGES/BRANCH CHECKLIST

- Review Hyperion Report FOH0007 – Unrestricted Reserves and Savings Summary for UBPP 7000 as of June 30, 2011 for your reporting area

- Finance Self-Service (LoboWeb Finance) – Categorization of Reserves
 - Review department FY12 categorizations for your area
 - Review Deficit Reduction Plans for your reporting area (if applicable)

- Review Banner ePrint Reports for your reporting area
 - 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 reporting area (if applicable)

- Fill out Student Affairs/Foundation/Colleges/Branches FY12 UBPP 7000 Policy Summary Memo template <http://www.unm.edu/~budget/UBPP7000/>

- VP/Dean/Director reviews material and signs memo

- Submit memo and attachments (if applicable) to EVP Office Representative by 9/8/11