

# Associated Students Decision Package

Due to Business Director by January 22<sup>nd</sup> , 2016 by 5:00pm

[as.business@wwu.edu](mailto:as.business@wwu.edu)

## Guidelines

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The intent of this process is to gauge what areas will need budget revisions. The AS budget process will not conclude until the end of spring, however Budget Committee needs figures well before hand when advocating for student needs and financial support to better serve WWU students and AS employees.

Offices going through Structure and Program Advisory Committee (SPAC): Get a small grace period of submission according to the advancements SPAC makes in your office.

## Selection and Oversight

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The AS Business Committee will review and prioritize proposals brought forth by AS programs. The Business Committee will retain oversight of all aspects of the proposal management and finances.

## Check if Applicable

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**New Position**

**Position Term Extension (i.e. 3 quarter position increased to 4 quarters)**

**Position Term Reduction**

**Specified Budget allocation increase**

**Specified Budget allocation decrease**

**Other**

## **Proposal Information**

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Title:	
Department:	Advisor:
Contact Name:	Contact phone:
Alt Contact Name:	Alt Contact Phone:

## Justification

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Detailed overview of what can be accomplished with desired budget revision?

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What do you anticipate as the impact this revision would have on your department and students at large?

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What other alternatives are available if your proposal is not accepted?

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If impact involves position adjustments, have you met with personnel committee?

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Approximate fiscal implication

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Figure Breakdown

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Expenses—Please list all expenses within your current allocated budget		
FX/ASB Code	Budget Name	Dollar Amount



		Total \$
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**\*\*If you are having trouble locating your allocated funds figures, review the AS Budget Center.**

<https://onedrive.live.com/view.aspx?resid=A1AB2F4512B083F8!130&app=Excel&authkey=!ADh56UY06D>

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