

AAR Budget Deadlines

For all AAR Budget items, email to kathyhicks@astate.edu and canelson@astate.edu.

Start Date	Due Date	Day of Week	Action Item
	20-Feb	3rd Friday in February	Submit Auxiliary and Special Funding Budgets for the upcoming fiscal year to the Provost's Office. (ABI & ORTT, AOS & University Centers, Heritage Sites, Print Shop & Mail Services, and E&G Farm and Walcott)
1-Mar	13-Mar	1st Friday in March	Submit Library Fee and Tuition Differential Spending Reports, for the current fiscal year. (TD Reports from Ag, Bus, Eng-CS, NHP and S&M only)
	6-Mar	2nd Friday in March	Return Merit Recommendations for the upcoming fiscal year based on current-year performance. (Specific Deadlines and Process TBD by the Budget Office)
	13-Mar	2nd Friday in March	Submit Faculty Equity Review Requests for the upcoming fiscal year (hard deadline). (Specific Deadlines and Process TBD with Policy Revisions)
	20-Mar	3rd Friday in March	Submit Summer Instruction and Administration Report for the May 16-August 15 period.
	10-Apr	2nd Friday in April	Submit Off-Budget (Adjunct and Temporary Full-Time) Instruction Plans for Fall and Spring of the upcoming academic year.

	24-Apr	4th Friday in April	Submit Faculty Reassignment Report for the current academic year (Fall and Spring).
	8-May	2nd Friday in May	Submit Infrastructure Requests for the upcoming fiscal year per Provost guidance.

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