



MEMORANDUM

TO: President, Vice-Presidents, Deans, and Directors

FROM: Cherre Watson *CW*

DATE: February 20, 2006

SUBJECT: 2006-2007 Budget Requests

It is time to begin the budgeting process for next year. Please distribute your budget forms to the appropriate people. Completed forms should be returned to Deans by March 27, 2006, and to Vice-Presidents by April 7, 2006. All completed request forms should be submitted to the President by April 14, 2006.

Please disregard all salary accounts.

The Southern Association of Colleges and Schools expects all institutions to have a functioning planning and evaluation process that is adequately funded. Should you have programmatic, departmental, or unit objectives that require funding to be successful, your budget requests should reflect those funding needs. It is difficult to request expenditures during the school year that have not been budgeted; consequently, it is important that you anticipate and plan for your next year program needs.

If you receive some request forms that are not yours, please return them to me. If you have not received some that you should have, please let me know. Do not hesitate to contact me if you have any questions. Thank you.

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