



Each spring semester, specific instructions relative to budget requests are forwarded to budgetary officials. The complete budget requests are forwarded to the appropriate supervisor for review. Accomplishments for the current year and departmental objectives for the forthcoming year are also submitted in conjunction with the budget request. The objectives should relate to and be in support of budget requests. Refer to Tennessee Board of Regents Policy [No. 4:01:00:00, Budget Control](#).

All salary adjustments except degree changes and CPS certifications will be given pursuant to TBR compensation guidelines and budget instructions. For CPS certifications, refer to [Pellissippi Policy No. 06:10:01, Certified Professional Secretary Examination](#). For degree changes, refer to [Pellissippi State Policy No. 06:10:00, Degree Attainment](#).

Approved: Executive Council, March 4, 1991
Editorial Changes, April 20, 1993
Approved: President Allen G. Edwards, March 11, 2002
Approved: President's Staff, March 26, 2007
Approved: President Allen G. Edwards, March 26, 2007