

Each budget cycle, specific instructions relative to budget requests are forwarded to financial managers. The completed budget requests are forwarded to the appropriate supervisor for review. 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 CAP certifications will be given pursuant to TBR compensation guidelines and budget instructions. For CAP certifications, refer to [Pellissippi Policy No. 06:10:01, Certified Administrative Professional 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
Reviewed/Recommended, no changes, President's Council, November 25, 2013
Approved: President L. Anthony Wise, Jr. November 25, 2013
Editorial Changes, January 16, 2015
Reviewed/Recommended: President's Council, March 28, 2016
Approved: President L. Anthony Wise, Jr., March 28, 2016