



Controller's Office

DATE: 02/10/2025

TO: Administrators, Business Managers and Fiscal Operations Personnel

FROM: Allison Davis
Controller

As the end of fiscal year 2025 approaches, please use the following guidelines in planning and preparing to make all appropriate charges and encumbrances to your funds for this fiscal year. The Financial Management System relies on accounting dates to determine which accounting period to post the transaction. If a transaction occurs in June or has a June date, then the transaction needs to be recorded in June. Please be attentive to the accounting date used on transactions and make sure the transaction completes approval workflow and any other user-initiated steps (edit/budget checks) by the appropriate cut-off dates described below.

Please be sure to review and monitor transactions and balances as June 30 approaches to ensure appropriate chartfields are used. Available budget balances should be monitored daily during the last few weeks of the fiscal year end to ensure no loss of lapsable funds.

WEB DEPARTMENTAL DEPOSITS

Cash/Check Receipts

All funds received that are to be credited to FY2025 must be received by the Bursar's Office **by 3pm on June 30, 2025**. Deposits delivered by armor car services and receipted by the bank through June 30, will be recorded as FY2025 cash receipts.

Credit Card Receipts

Any credit card sales that occur through June 29, 2025, will be included in FY2025. Credit card web departmental deposits through June 29, 2025 must be submitted to the Bursar's Office no later than **noon on June 30, 2025**.

PETTY CASH

Petty cash applications must be submitted to Bursar and Treasury Services by **June 20,**

2025, for the funds to be disbursed to custodians by the end of the fiscal year.

ACCOUNTS RECEIVABLE

If the Billing and/or Accounts Receivable modules in the Financial Management System are being used, then bills and accounts receivable entries for FY 2025 must be finalized by noon on **June 30, 2025**. New customer requests required for year-end must be submitted by **June 27, 2025**.

Invoices created and finalized AFTER June 30th, should use an invoice/accounting date of July 1 or later and budref 2026.

Units not using the Financial Management System for receivables will need to record accounts receivable by submitting copies of the invoices to the Accounting Department by **June 20, 2025**.

UNCOLLECTIBLE ACCOUNTS

Requests to reserve or write off uncollectible accounts should be submitted to Accounts Receivable by **March 31, 2025**. Please refer to http://busfin.uga.edu/bursar/bursar_faculty_staff/ under Accounts Receivable Information for instructions to complete requests to reserve or write off uncollectible accounts.

ACCOUNTS PAYABLE

Payment requests, including petty cash reimbursement requests, to be charged against the FY2025 budget must be in Accounts Payable by the close of business **June 27, 2025**.

Accounts Payable journal vouchers involving FY2025 transactions must be in Accounts Payable by the close of business on **Friday, June 27, 2025**.

TRAVEL & EXPENSES

Departments that wish to have airfare direct charged to the University for the FY2025 budget should ensure that the travel authority is approved and that the travel agency involved submits its invoice to Travel and Encumbrances by the close of business **June 27, 2025**.

Travel and non-travel expense reports to be charged against FY2025 must be in Accounts Payable by the close of business **June 27, 2025**.

Travel and non-travel expense reports with a creation between of June 28, 2025, and July 1, 2025 will process in FY2026 and will have an entry date of July 1, 2025. We ask that you do not create FY2026 expense reports until June 28, 2025.

Expense report adjustments involving FY25 transactions are due by the close of business **June 27, 2025**.

PURCHASING

The below schedules for Purchasing allow for efficient processing of requests:

CESS PROJECT APPROVAL SCHEDULE

IT - CESS (Computer Equipment Software and Services, including audiovisual and telecommunications) – If a CESS review is required, the following table indicates when a completed CESS form must be received by the Office of Vice President for IT. An approved CESS number must be received and entered on any related requisition before submitting. CESS guidelines are available at:

http://eits.uga.edu/hardware_and_software/cess/.

TYPE OF PURCHASE	PROJECT AMOUNT	ON STATEWIDE OR UGA AGENCY CONTRACT?	DEADLINE DATE AT OFFICE OF VPIT
IT-CESS Project	Over \$500,000	N/A	March 14, 2025
IT CESS Project	\$0-\$500,000	No	April 11, 2025
IT CESS Project	\$0 - \$500,000	Yes	April 25, 2025

If you are unsure if your purchase or project requires CESS approval and additional documents, please click on “Does my purchase or project need CESS approval” located at https://eits.uga.edu/hardware_and_software/cess/.

FY25 FUNDS – PURCHASING SCHEDULE

TYPE OF PURCHASE	SUBMIT TO PROCUREMENT BY:
Vehicle Purchases <ul style="list-style-type: none"> • Availability varies by vehicle type • Subject to state review/approval 	April 1, 2025
High Complexity Purchase Requests: <ul style="list-style-type: none"> • Greater than \$250K Estimated Expense • Requires Request for Proposal (RFP) or sole source justification posting 	April 1, 2025
Moderate Complexity Purchase Requests: <ul style="list-style-type: none"> • \$25K to \$250K estimated expense • Requires Request for Quote or sole source justification posting 	April 25, 2025
Low Complexity Purchase Requests: <ul style="list-style-type: none"> • Less than \$25K estimated expense OR • Exempt purchases OR • Any commodity/service on a Statewide contract or UGA agency contract 	June 10, 2025
UGAmart Catalog Purchases <ul style="list-style-type: none"> • Catalog purchases made using existing UGAmart punchout catalogs offer an expedited means of procuring goods • Due to year-end volumes, the UGAmart review and approval workflow may take longer than normal so please plan accordingly. • Certain requisitions (EX: hazardous substances, GASB 87/96) may require additional reviews prior to arriving in Procurement so please allow ample time for those reviews. 	June 25, 2025

Deadlines above assume all required documentation (such as sole source justifications, quotes, specifications, etc.) are complete and attached to the UGAmart requisition. Deadlines also assume any Computer Equipment Software and Services (CESS) approval is complete prior to the requisition reaching the Procurement Office.

If Procurement does not receive the documents in a timely manner, the requisition may not be converted to a purchase order within the fiscal year. The department will be notified via comments in UGAmart if Procurement determines that a request cannot be processed against the FY2025 budget.

Closing FY25 Purchase Orders

Please monitor current and prior fiscal year purchase orders and follow the instructions in the UGA OneSource Training Library

https://onesource.uga.edu/resources/files/documents/PO_Monitoring_Closing.pdf

FY26 PURCHASES

Requisitions for FY26 with a FY26 date cannot be entered until the FY26 budgets are loaded into the Financial Management System. All FY26 requisitions must use a chartstring with a budget reference of 2026. If you need Procurement to act on a FY26 purchase prior to the FY26 budget being available, please contact the Procurement Office at procure@uga.edu and use “URGENT – NEED ASSISTANCE WITH FY26 PURCHASE”.

PURCHASING CARD (P-card)

The Accounting Department will download p-card charges from the Works Payment Manager on Tuesday, **July 1, 2025**. Only transactions transmitted by the vendor to the bank by Friday, **June 27, 2025**, will be posted in FY2025. This coincides with the monthly p-card statement cycle. Please note that this will provide less time than normal to complete the allocation in Works. (Cardholders and approvers need to ensure that the default speedtype has been reviewed and changed, if necessary, and an account code has been assigned by noon on July 1st.) If the vendor has not transmitted the charge to the bank in time to be posted to the Works Payment Manager by Friday, **June 27, 2025**, the p-card transaction will be charged to the FY2026 budget.

OTHER SERVICES

Mail and Receiving Services' cutoff date will be Monday, June 30, 2025. Postage fees will be charged to the FY2025 year for all mail received at Mail & Receiving Services **by the end of the working day on June 30, 2025.**

Bulldog Print + Design's cutoff date will be Monday, June 30, 2025. Requests for printing and design services will be charged to the FY2025 budget **if the job request is submitted by Monday, June 30, 2025, or before.**

All currently established and funded **Facilities Management Division (FMD) work orders** will be reviewed **March 14, 2025**. FMD will contact the department(s) if the work cannot be completed and billed by June 30, 2025, and the remaining amount of funding which will not be expended during FY2025. Any additional work requested from Facilities Management for charges against the FY2025 budget will be accepted on a project-by-project basis. Each request will be reviewed to determine workforce and material availability. The requesting department will then be advised whether work can be accomplished by the end of the fiscal year. Any special requirements or problems should be brought to the attention of the Sr. Director of Services, Todd Kerzie at 706-542-7366 or Work Request Center Manager, Kenneth Jackson at Kenneth.Jackson1@uga.edu or 706-542-7477.

FACILITIES MANAGEMENT DIVISION SCHEDULE

Facilities Management Charge Type	Cutoff Date
Facilities Management Warehouse Requests	June 18, 2025 @ 3:30pm (FY2026 – begins June 19, 2025)
Last day to return rented state vehicle to Automotive Center	June 18, 2025 (FY2026 – begins June 19, 2025)
State Vehicle Preventative or Repair Maintenance with Automotive Center	June 18, 2025 (FY2026– begins June 19, 2025)
Fuel purchases from Automotive Center	June 16, 2025 @ 5:00pm (FY2026 – June 17, 2025 @ 7:00am)
FMD Labor Charges NOTE: FMD cannot encumber FY2025 funds against labor. All departmental funded work orders containing labor must be completed by this date.	June 18, 2025 (FY2026 will cover any continuing labor occurring on June 19, 2025, and after)
Last day for charges, changes, or corrections to be posted by Facilities Management to be loaded into the Financial Management System for FY2025	June 18, 2025 @ 5:00pm
Work Requests for FY2026 will begin – Call FMD Work Control Desk at 706-542-7456 or email at fmdwork@uga.edu . Please be sure to specify this is against the FY2026 budget.	June 1, 2025

If there is an error in the posting of charges due to no budget or invalid combo-edits, those transactions will not be posted against the FY2025 budget and FMD will contact the CBO for the department to obtain an FY2026 chartstring.

****Please contact any service organization not mentioned for its cutoff date****

GENERAL LEDGER JOURNAL ENTRIES & INTRA-UNIVERSITY CHARGES

June and year-end adjusting GL journals should be routed through approval workflow to the Accounting Department by **noon, July 11, 2025**.

NOTE: Any transaction that needs to be recorded in FY25 requires a June journal date when the GL Journal is created. GL journals created July 1, 2025, and after, that are for FY25 activity, will require a journal date of June 30, 2025. **Initiators can change the date on the journal during the creation of the new journal. At the Create/Update Journal Entries> Add a New Value tab, the “Journal Date”**

can be changed by clicking on the calendar icon beside the date BEFORE selecting the “Add” button. Use **June 30, 2025** as the date for ease in identifying journals submitted as year-end adjusting journals.

PAYROLL

Overpayment requests must be in the Payroll Office by **noon on June 4, 2025**. If paying by check, checks need to be in the Payroll office by **noon on June 11, 2025** to be included in FY 2025.

Payroll expense combo code redistributions will be processed using the OneUSG Connect Express Direct Retro process. Further information about the deadline for express direct retros will be sent later as the University works with OneUSG Connect yearend deadlines.

Accrued Payroll

Bi-weekly payrolls paid during July 2025 for days earned during fiscal year 2025 will be charged to the FY2025 budget using information from OneUSG Connect to create a GL journal to accrue the expenditures in FY2025. This GL journal will be reversed in FY2026 to offset the OneUSG Connect payroll journal. The following payroll period is affected by the year-end procedure:

(1) Bi-Weekly Payroll for Period June 22 – July 5

Time recorded for June 22-30 will be charged to the FY2025 budget based on approved work time and current FY2025 position funding as reported in the OneUSG Connect system as of July 6, 2025. **Departments need to ensure that ALL work time for periods through June 30, 2025 are entered and approved by the end of the day, July 7, 2025. Accrual calculations will be based on a query run on July 9, 2025.**

Time recorded for July 1 - July 5 will be charged to the FY2026 budget. These checks will be issued on July 11, 2025.

Deadline for compensatory time payout

Approved compensatory time is subject to a 240-hour maximum accumulation. Employees who have reached the compensatory maximum must receive a cash payment for any additional overtime. Additionally, all compensatory time balances on record as of the final biweekly pay period in May must be paid out no later than the final bi-weekly pay period in June each fiscal year. Such payment will be at the employee's regular earnings rate at the time the payment is made. Compensatory time earned in June will carry forward into the upcoming fiscal year. For fiscal year 2025, compensatory balances as of May 24, 2025, should be paid out on the June 8 – June 21 (56B2) bi-weekly pay period. Compensatory payouts or associated leave requests must be entered and approved in OneUSG Connect by no later than **June 20, 2025**.

BUDGET TRANSACTIONS FOR REMAINDER OF FY2025

Units will need to project expenditures for the final months of FY2025. Budget journals

should be processed no later than **March 31, 2025**, to reflect the total projected budget for the current fiscal year. The University's amended budget must be submitted for Board of Regents approval by April 11th. Savings from vacant positions and unused lump sum positions should be re-budgeted in the appropriate non-personal services category by the March 31st deadline. This deadline does not pertain to routine personal service transactions that do not involve transfers from personal services to non-personal services or vice versa.

For FY 2025, each school, college, and unit have the flexibility to process transfers up to a predetermined amount past the March 31 deadline for emergency and/or unplanned items. These predetermined transfer amounts are included at the end of this letter. Transfers past the deadline will be monitored by the University Budget Office; all schools, colleges, or units should work within the predetermined allowance for transfers. Please remember that this procedure should not replace careful planning by the unit for projected needs in the fourth quarter of FY 2025. The deadline for FY2025 budget transactions is **noon on June 25, 2025**.

If you have any questions or need further information regarding these instructions, please contact the University Budget Office at 706-542-2802.

DEPARTMENTAL SALES AND SERVICES

Each school, college and unit will need to project total estimated revenue amounts for departmental sales and services funds. Budget journals should be submitted to reflect the total projected amount for the current fiscal year and are due to Commitment Management by **March 31, 2025**.

All requests to set up accounts receivable, deferred revenue, or scientific equipment reserves on departmental sales and service funds are due in the Accounting Department **by the end of the day on June 20, 2025**. For additional guidance on department sales and service funds deferred revenue, carry forward and other yearend items, please refer to [UGA Policies- Department Sales and Service](#).

[DSS Deferred Revenue Request Form](#)

CARRY FORWARD

Carry forward requests for **Student Technology Fee Funds (Fund 16000)** should be submitted to the Accounting Department by **June 20, 2025**. These requests will be forwarded to the Vice President for Information Technology (VPIT) for approval. There is an updated Student Technology Fee (STF) [Carry Forward Request](#) form that will need to be submitted for FY25 requests.

After the close of the fiscal year, all amounts remaining in **Funds 14xxx, 15xxx, 20200, 20300 and 20400** will be carried forward by specific chartstring (Fund/Program/Department/Class/Operating Unit/ Project/Chartfield1) in fund balance account 3xxxx. The college/school/unit will have an opportunity, after year-end

carry forwards have been posted, to redistribute excess/deficit funds at the department level.

Please note for fund 15000, departments will receive IDC carryforward as an expenditure budget allocation.

Each college/school/unit should follow Board of Regents guidelines for carry forward funds. (BPM Section 2.2.1)

http://www.usg.edu/business_procedures_manual/section2/manual/2.1_accounting_coding_schema/

Specifically, to qualify for carry forward a departmental sales and service fund must earn at least 50% of its revenue from external sources (sources outside the University).

Each college/school/unit should internally document how the carry forward funds will be used. This information is used for the quarterly budget reports submitted to the Board of Regents office.

TRANSACTIONS INVOLVING SPONSORED FUNDS

Please keep in mind that transactions involving sponsored projects or cost share projects must go through the Post Award Accounting workflow approval before processing. Cash receipts, expense reports, journal entries, payment requests (including subrecipient payment requests), UGAMart requisitions, catering requests, petty cash requests, vouchers or other documents requiring Post Award Accounting review should be received in the Post Award Accounting workflow queue **four business days prior** to the year-end deadline for that specific transaction type. This will allow adequate time for Post Award Accounting review/approval.

This document and an additional “quick-reference” summary in deadline date order can be found on the web at:

<http://www.busfin.uga.edu/accounting/yearend.pdf>.

Cut-Off Deadlines - by Date Order FY2025

(If item includes Sponsored projects: back up cutoff date by four business days to route through SPA Post Award)

Section	Contact Info	Page #	Description	Cut-Off Date
Purchasing	<i>VPIT</i>	3	IT-CESS Project over \$500,000	March 14, 2025
Other Services	<i>Facilities Management</i>	5	All currently established and funded Facilities Management Division (FMD) work orders will be reviewed March 14, 2025. FMD will contact the department(s) if the work cannot be completed and billed by June 30, 2025.	March 14, 2025
Budget	<i>Budget</i>	7	Budget journals should be processed no later than March 31, 2025 to reflect the total projected budget for current fiscal year.	March 31, 2025
Departmental Sales and Services	<i>Budget</i>	8	Budget journals for the current fiscal year are due to Commitment Control.	March 31, 2025
A/R	<i>Accounts Receivable</i>	2	Requests to reserve or write off uncollectible accounts should be submitted to Accounts Receivable.	March 31, 2025
Purchasing	<i>Procurement</i>	4	Purchase Requests Due for Vehicles.	April 1, 2025
Purchasing	<i>Procurement</i>	4	Purchases greater than \$250,000 and Request for Proposal or sole source justification required.	April 1, 2025
Purchasing	<i>VPIT</i>	3	IT-CESS Project \$0-\$500,000 not on contract	April 11, 2025
Purchasing	<i>VPIT</i>	3	IT-CESS Project \$0-\$500,000 on contract	April 25, 2025
Purchasing	<i>Procurement</i>	4	Purchases greater than \$25,000 and Request for Quote or sole source justification required.	April 25, 2025
Payroll	<i>Payroll</i>	7	Deadline for overpayment requests are due by noon.	June 4, 2025
Purchasing	<i>Procurement</i>	4	Purchases \$24,999.99 or less with formal bidding or sole source justification NOT required.	June 10, 2025
Purchasing	<i>Procurement</i>	4	Any commodity/service on contract regardless of dollar value.	June 10, 2025
Other Services	<i>Facilities Management</i>	6	Deadline for purchasing fuel at the FMD Auto Center is 5:00 pm, June 16, 2025 to be charged to the FY25 budget.	June 16, 2025
Payroll	<i>Payroll</i>	7	Deadline for reimbursement if paying by check	June 11, 2025
Other Services	<i>Facilities Management</i>	6	Deadline for FMD Auto Center vehicle rental RETURN is June 18, 2025. Rentals not returned by that date will be charged to the FY26 budget.	June 18, 2025
Other Services	<i>Facilities Management</i>	6	Deadline for preventative or repair maintenance at the Auto Center is June 18th to be charged to the FY25 budget.	June 18, 2025
Other Services	<i>Facilities Management</i>	6	Deadline for Facilities Management Warehouse to be charged against FY25 is 3:30 pm, June 18, 2025.	June 18, 2025
Other Services	<i>Facilities Management</i>	6	Last day for charges, changes, or corrections to be posted by Facilities Management to be loaded into the Financial Management System by June 30, 2025	June 18, 2025
Petty Cash	<i>Bursar/Treasury</i>	1	Petty cash applications for funds to be disbursed to custodians by the end of the fiscal year must be submitted to Bursar and Treasury Services by the end of the working day.	June 20, 2025
Carry Forward Requests	<i>Accounting</i>	8	Student Technology Fees & carry forward requests should be submitted to the Accounting Department	June 20, 2025
Payroll	<i>Payroll</i>	7	Deadline for entering compensatory payouts or leave requests in OneUSG Connect.	June 20, 2025
Departmental Sales and Service	<i>Accounting</i>	8	All requests to set up accounts receivable, deferred revenue, or scientific equipment reserves on departmental sales and services accounts are due in the Accounting Department.	June 20, 2025
Purchasing	<i>Procurement</i>	4	UGAmart Catalog Purchases. Catalog purchases only using punchout catalogs available in UGAmart	June 25, 2025
Budget	<i>Commitment Control</i>	8	Deadline for FY25 budget transactions	June 25, 2025
Pcard	<i>Accounting</i>	5	P-Card transactions transmitted by the vendor to the bank by June 27, 2025 will be posted in FY2025.	June 27, 2025
Accounts Payable	<i>Accounts Payable</i>	2	Payment requests with supporting documents (including Petty Cash reimbursement requests) and Accounts Payable Journal Vouchers to be charged against the FY2025 budget must be in Accounts Payable by the close of business.	June 27, 2025
Travel	<i>Accounts Payable T&E</i>	2	Travel authorities with airfare to be direct charged to the University on the FY2025 budget must be in Travel and Encumbrances by the close of business.	June 27, 2025
Travel	<i>Accounts Payable T&E</i>	2	Travel Agency deadline to submit invoice to Travel & Enc.	June 27, 2025
Travel	<i>Accounts Payable T&E</i>	2	Approved Travel and Non-Travel Expense Reports to be charged to the FY2025 budget must be submitted to Accounts Payable by the close of business.	June 27, 2025
Travel	<i>Accounts Payable T&E</i>	2	Expense report adjustments involving FY2025 transactions are due by the close of business.	June 27, 2025

Cut-Off Deadlines - by Date Order FY2025

(If item includes Sponsored projects: back up cutoff date by four business days to route through SPA Post Award)

Section	Contact Info	Page #	Description	Cut-Off Date
Cash/Check Receipts	<i>Bursar/Treasury</i>	1	All funds received that are to be credited to FY2025 must be received by the Bursar's Office by 3PM.	June 30, 2025
Credit Card Receipts	<i>Bursar/Treasury</i>	1	Any credit card sales that occur through June 29, will be included in FY2025. Credit card web departmental deposits through June 29 sales must be submitted to the Bursar's Office no later than noon, June 30.	June 30, 2025
A/R	<i>Accounts Receivable</i>	2	Deadline for new customer requests in Accounts Receivable Module	June 27, 2025
Other Services	<i>Bulldog Print + Design</i>	5	Bulldog Print + Design deadline to accept requests for printing & design services is June 30, 2025 and will be charged to the 2024-2025 year, if the job can be completed by June 30, 2025.	June 30, 2025
Other Services	<i>Mail & Receiving Services</i>	5	Postage fees will be charged to the FY25 budget for all mail received by the end of the working day on June 30, 2025.	June 30, 2025
A/R	<i>Accounts Receivable</i>	2	Invoicing and account receivable entries should be finalized in the billing accounts receivable modules by noon.	June 30, 2025
Payroll	<i>Payroll</i>	7	Deadline to enter June payable time for accrued payroll	July 7, 2025
GL Journals (Initiated/created June 30 or earlier)	<i>Accounting</i>	6	June GL journals should be routed through approval workflow to the Accounting Department by noon.	July 11, 2025
Year-end GL Journals (Initiated/created July 1 - July 11)	<i>Accounting</i>	6	After the June 30th date, any transactions that need to be recorded in FY25 should be routed through approval workflow to the Accounting Department by noon. Journals should be dated "June 30, 2025".	July 11, 2025

TRANSFER ALLOWANCE PROPOSAL
Fiscal Year 2025

Unit Name	FY 2025 Original Budget*	1.0% Safety Net
President's Office	1,946,252	19,463
Equal Opportunity Office	961,990	9,620
Internal Audit	858,489	8,585
Legal Affairs Office	1,269,185	12,692
Subtotal - President	<u>5,035,916</u>	<u>50,359</u>
Sr. Vice President for Academic Affairs & Provost	29,309,229	293,092
Libraries	25,736,198	257,362
Enterprise IT Services	23,101,848	231,018
College of Agriculture & Environmental Sciences	26,219,872	262,199
College of Arts & Sciences	135,809,512	1,358,095
Terry College of Business	61,623,727	616,237
College of Education	36,444,822	364,448
College of Engineering	18,714,566	187,146
College of Environment & Design	5,061,816	50,618
College of Family & Consumer Sciences	16,209,171	162,092
School of Forest Resources	7,453,811	74,538
School of Ecology	6,007,519	60,075
Graduate School	9,895,078	98,951
College of Journalism & Mass Communications	11,991,584	119,916
School of Law	17,220,196	172,202
College of Pharmacy	18,615,848	186,158
College of Public Health	11,964,854	119,649
School of Public & International Affairs	14,135,428	141,354
School of Social Work	7,212,650	72,127
College of Veterinary Medicine	40,468,635	404,686
Morehead Honors College	1,789,224	17,892
AU/UGA Medical Partnership	4,397,752	43,978
Vice President for Instruction	31,219,598	312,196
Vice President for Research	20,089,644	200,896
Vice President for Public Service & Outreach	21,543,531	215,435
Subtotal - SRVPAA	<u>602,236,113</u>	<u>6,022,361</u>
Vice President for Finance & Administration	1,804,768	18,048
Finance Division	13,193,039	131,930
Human Resources Division	6,829,156	68,292
Facilities Planning	2,502,582	25,026
Environmental Safety Division	2,044,839	20,448
Public Safety Division	10,633,417	106,334
Emergency Preparedness	767,835	7,678
Facilities Management Division	47,526,745	475,267
Subtotal - SRVPFA	<u>85,302,381</u>	<u>853,024</u>
Vice President for Student Affairs	7,420,572	74,206
VP for Development & Alumni Relations	16,802,118	168,021
VP for Marketing and Communications	5,058,152	50,582
VP for Government Relations	1,240,195	12,402
TOTAL RESIDENT INSTRUCTION	<u>723,095,447</u>	<u>7,230,954</u>

**Not including Indirect Cost Recoveries, Continuing Education Fees, DS&S, Utilities, Executive Programs and Tuition Differential.*