

Following is a general schedule for House Bill/Technology Fee requests:

August/September: Provost's office solicits requests from colleges;  
CLASS Dean's office solicits requests from departments/schools.

September/October: Department requests are due to the Dean's office;  
College requests are due to the Provost's office.

October/November: Provost's office notifies colleges of approved requests;  
Dean's office notifies departments/schools.

January/February: All projects must be completed or encumbered;  
Small Order Forms/Purchase Requisitions must be processed.

Please note, the above is a general schedule. The Dean's Office's office will send communications out each year with exact deadlines for that year.

- Expenditures for these projects should be processed as any other expenditure, through purchase requisitions, small order forms, etc. On the form, do not provide the number of the account to be charged. This is done in the Provost's Office.
- The requisition should be marked as a House Bill/ Tech Fee item, and the number of the project (given on the approved list) should be shown. Example: House Bill Tech Fee line 35.
- Route the requisitions to the Budget Manager (Dean's Office) in enough time to obtain any additional approvals needed, Once approved, Budget Manger will forward to the Provost's Office.