



# OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION

*Improving our future by degrees*

April 5, 2010

To: Chief Business Officers in the State System

Dear Business Officer:

Re: Annual Campus Master Plan Update

This letter is to provide you with the timeline for the annual Campus Master Plan update. The web-based budgeting system is currently available for next year's modifications. Please have all projects entered into the system by **Friday, June 11, 2010**. Also, please return the enclosed summary form so that we may verify the number of projects that you are submitting.

As a reminder, the Long Range Planning Commission implemented a streamlined reporting format for "self-funded" projects. Self-funded projects would include all Section 13/New College projects, **currently** funded Section 13 Offset projects, all Revenue Bond projects, the OCIA 2005/2006 bond projects, Gifts/Grants projects, Federal Grant projects and Revolving/Auxiliary projects. Please submit projects that are expected to be funded through the new Capital Bond currently being negotiated, as new state-funded projects. Although all capital projects should be submitted, only those projects requiring new State dollars shall require the long format.

Please note that all projects should remain in the "working" status in the on-line system. After approval by the State Regents for submission to the Long Range Planning Commission the State Regents' staff will change the proposed project to "complete" status. Once the status has been changed to "complete," only the Long Range Planning Commission members have access to make changes to the projects.

Should you have questions or need additional information, please do not hesitate to contact our office.

Sincerely,

Amanda Paliotta  
Vice Chancellor for Budget and Finance

AP/sm  
Enclosure

*Oklahoma State Regents for Higher Education*

**Annual Campus Master Plan Submission Summary Form**

*June 11, 2010*

*Institution or Agency:* \_\_\_\_\_

Total number of records submitted: \_\_\_\_\_

Total number of records requiring new State Dollars (long format):  
\_\_\_\_\_

Total number of "Self-funded" projects submitted: \_\_\_\_\_

*Contact Person's Name:* \_\_\_\_\_

*Contact Person's Phone Number:* \_\_\_\_\_

*Please return this form to the attention of Sheri Mauck by June 11, 2010, or as soon as your institution completes the data entry of all projects. You may return the form by fax to (405) 225-9230, by email to [smauck@osrhe.edu](mailto:smauck@osrhe.edu) or by mail to 655 Research Parkway, Suite 200, Oklahoma City, OK 73104.*