

OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION

Memo

To: Business Officers
From: Amanda Paliotta
Date: Monday, May 23, 2011
Subject: FY12 Allocation Packets

This year we have decided to mail the allocation packets through regular mail and email your institution's allocation summary detail sheet. The summary allocation sheet will be emailed upon final approval on Friday May 27, 2011, to the President and Chief Business Officer of each institution. This decision was made to help reduce your travel costs and time allotted to driving to Oklahoma City to pick up your allocation packet.

The State Regents are scheduled to meet at 9:00 am on Friday and the complete allocation packet will be mailed through regular mail that afternoon. As soon as the summary sheets are available, it will be emailed so you will have notice of your final allocation for FY12 prior to close-of-business. The SRA-3 budget forms have already been emailed to you electronically.

Please carefully review the entire allocation packet upon its arrival as it will contain instructions and information on your budget submission due on June 10th.