
Finance

June 15, 2015

Office of The Associate
Vice President

To: Deans and AVP Recipients of 2014/15 SSETF Student Success Funds

Accounting Services
Accounts Payable
Bursar's Office
Contracts & Purchasing
Distribution Services
Finance Support
University Budget Office

From: Bradley D. Olin
Director, Budget Planning & Risk Management

Subject: 2014/15 Request for Continuation of SSETF Funds

One Washington Square
Fullerton, Humboldt, Long Beach,
Los Angeles, Maritime Academy,
Monterey Bay, Northridge, Pomona,
Sacramento, San Bernardino, San
Diego, San Francisco, San Jose, San
Luis Obispo, San Marcos, Sonoma

As with last year, a process is available for departments/divisions to request the continuation of unencumbered one-time funds awarded in 2014-15 prior to June 30th. (If you have encumbered the funds with a purchase order, the funds will be returned to your department to cover this expense so long as there is an available balance from your funding award). In order to allocate new funds to departments/divisions in July/August, any balance remaining in departments from prior year awards will be returned to the University at year -end.

The Budget and Risk Management Office in consultation with the Interim VP for Administration and Finance will review requests to continue projects that were not completed due to extenuating circumstances and make recommendations to the President. Any lapsing funds (not reallocated) will be made available for the following year's allocation process to other projects. Please refer to the calendar below for an expected timeline.

In order to facilitate this process a form has been attached for your completion; it is also available on the [SSETF Webpage](#) Scroll down below the fee table to the section labeled "2014/15 Continuation of Project Funding Awards".

The form is an adobe form and it is preferable that Deans and AVPs digitally sign the form and email to me at: bradley.olin@sjsu.edu.

Due Date: