



January 21, 2009

(Via E-mail Only)

**MEMORANDUM**

TO: Selected Budget Officers

FROM: Tim Norris

SUBJ: 2009-10 Fund 136 Revenue Budgeted as Fund 101 (Submission of Form 22)

The attached Form 22 (Fund 136 Revenue Budgeted as Fund 101) should be used to submit your unit's 2009-10 Fund 136 estimated receipts and proposed budget level. That data will be used to adjust your 2009-10 Fund 101 planning allocation for the receipts that are part of the GPO pool. The attached Excel document contains a separate sheet for each unit that budgets Fund 136 as Fund 101 in 2008-09 and a blank form.

The full UDDS code, program name, fund-activity and the number of FTEs that will be supported with this revenue should be indicated for each Column 4 entry you make on Form 22. A major class breakdown (salary and non-salary) of the budget request is also required. Your previous year's (2008-09) budget amounts are shown in Column 1. The completed form should be returned to Norb Richgels by **APRIL 3<sup>rd</sup>**. You do not need to submit a hard copy of the completed Form, an email attachment or fax (2-5238) would be fine. If you have any questions about this process, please call Norb (3-4569).

Attachment: Form22FY10.xls dated 01/21/09 (Blank, A-07, A-17, A-45, A-53 & A-71)

c: Darrell Bazzell  
Bill Richner  
Norb Richgels

Memo Form 22 FY10.doc

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**OFFICE OF BUDGET, PLANNING & ANALYSIS**

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