



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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SUBJECT

GENERAL

SUB-TOPIC

GENERAL POLICY

The amount of funds requested by the Physical Plant for institutional services (see "Institutional Services," this section) is based upon estimates of future University growth and statistical analysis of previously collected data. Funds for departmental maintenance and service needs (see "Departmental Services," this section) must be allocated by each individual department. Therefore, it is important that each department accurately estimates its anticipated service requirements when preparing annual budget requests.

Generally, requests from departments for all types of services exceed the capacity of Physical Plant manpower and available funds. With realistic departmental planning, this funding shortfall can be reduced to a minimum. Until equalization of requests and Physical Plant capabilities are realized, work requests must be handled on a "first come-first serve" basis and will be adjusted to the availability of resources unless the nature of the work makes it urgent or an emergency (see "Work Priorities," this section).