



TEXAS A&M UNIVERSITY
COMMERCE

2023-2024 Timeline for Student Services Fee Budgetary Requests

Week of January 23, 2023	Revise and perform testing of Laserfiche SSF request form. Review and revise instructions for campus wide email.
February 9, 2023	Applications open for FY24 SSF budgetary requests. Announcement with instructions and deadline information sent out via email to prior year requestors, Student Affairs Directors, Academic Deans, Student Organization List Serv and Faculty/Staff announcement.
February 28, 2023	Committee Meeting held at noon. RSC Traditions.
March 13, 2023	SSF Forms Deadline. Copies of SSF funding requests prepared and made available to Committee to begin review.
March 28, 2023	Committee Meeting held – 12:00pm to 5:00pm. RSC Pride For review of requests and to determine presentations.
April 3, 2023	Requestors receive presentation instructions and contacted to schedule time slot.
April 10, 2023	Presentations to Committee with Q&A. 8:00am to 5:00pm. BA 343. Committee discussion following presentations.
April 11, 2023	Continue presentations. 8:00am to 5:00pm or until done. BA 343. Committee meeting for budget review and decisions.
April 20, 2023	Committee Meeting for final budget review and recommendation. BA343
By May 1, 2023	Finalize memo of budget recommendations– submit to President Rudin for approval.
By June 1, 2023	FY24 budget allocation notices sent to requestors and posted to webpage.

