



Postsecondary Budget Request Process

WHO:

The **Postsecondary Budget Request Form** is for Postsecondary Perkins Leaders only. Secondary leaders follow MDE's procedures.

WHY:

A Microsoft Form will be used to provide a standard template to ensure all the required information is submitted. This also enables state staff to track and document requests more efficiently.

WHAT:

Two types of changes to the postsecondary budget (approved with the final application) must be pre-authorized before expenditures can be made – purchasing equipment that was not specified in the budget or changing the current budget. Submit a separate form for each budget change or pre-approval request.

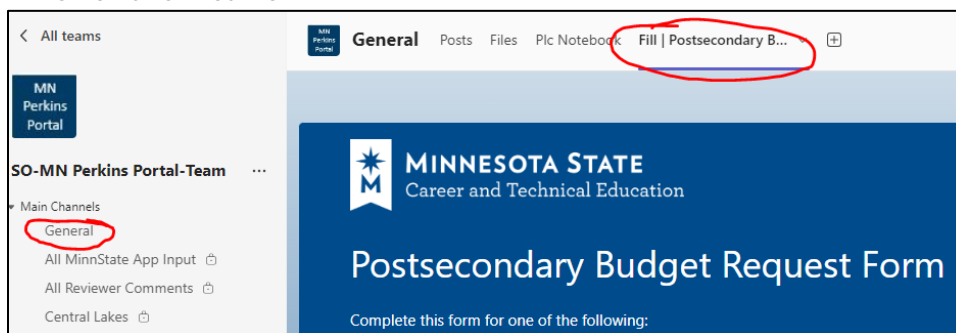
A budget request form needs to be submitted when a consortium:

- Seeks approval for the purchase of equipment over \$5,000 that was not specified in the approved budget (e.g., budgeted \$25,000 for equipment in the Manufacturing POS, but did not identify the specific equipment that would be purchased)
- Makes a change to the current budget by:
 - Changing an approved budget item to a new usage when the value is over \$10,000 within the same narrative
 - Moving funds of any amount from one narrative to another narrative

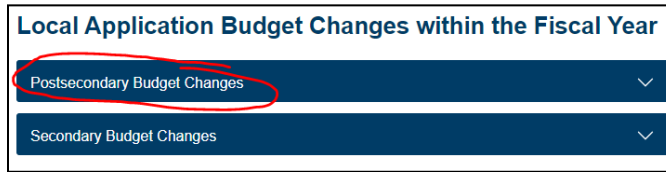
WHERE:

The **Postsecondary Budget Request Form** can be accessed in the following locations:

- Link directly to the [Postsecondary Budget Request Form](#) – bookmark it in your favorite browser!
- Click on the menu tab, “**Fill | Postsecondary Budget...**” in the **General** Channel of the **MN Perkins Portal** on Teams.



- Operational Guide [Section 6 The Local Application](#) – scroll down to the section **Local Application Budget Changes within the Fiscal Year** and click the **Postsecondary Budget Changes** dropdown.



WHEN:

Start using the **Postsecondary Budget Request Form** for any new requests for the current fiscal year, FY25.

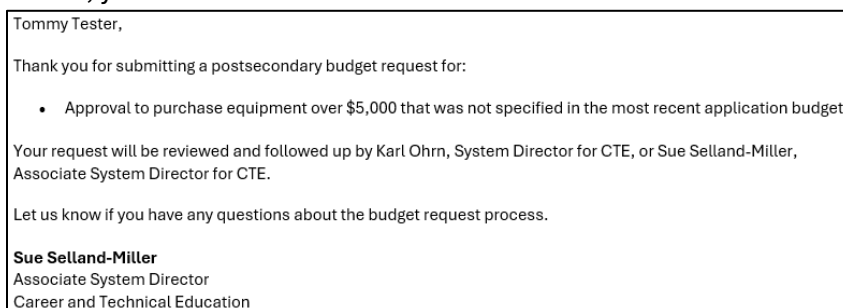
HOW:

To submit a budget request, complete the [Postsecondary Budget Request Form](#). The same form is used for both types of requests. Form questions will change based on the type of request.

The following information is needed to complete the form:

- Name of person submitting the form
- Consortium name
- The type of budget request
 - For budget change requests:
 - Name or description of the item originally budgeted
 - Narrative the item was originally budgeted under
 - Dollar amount originally budgeted for the item
 - Name or description of the new usage of funds
 - Narrative the new item will be budgeted under
 - Dollar amount budgeted for the new item
 - Rationale for the budget change
 - For approval to purchase equipment over \$5,000 that was not specified in the approved budget:
 - Name or description of the equipment
 - Narrative(s) where funding was budgeted for the equipment
 - Cost of the equipment
 - Optional: uploading supporting documentation files

Submit a separate form for each budget change or pre-approval request. Once the form is submitted, you will receive a confirmation email that looks like this:



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