

**Sam Houston State University**  
**A Member of The Texas State University System**

**Finance & Operations Policy FO-25**  
**Legislative Appropriations Request**

Requests for Biennium Appropriations shall be prepared and submitted to the Board of Regents for approval at the August meeting which precedes the convening of the Legislature the following January.

Reviewed by: R. Dean Lewis - Vice President for Finance & Operations  
and Anne Heartfield - Director of Business Office -11-01-08

Next review: 2/1/10