

## Denise Butler

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**From:** Denise Butler  
**Sent:** Thursday, February 01, 2018 2:07 PM  
**To:** Andre Urquidez; Anne Dicarlo; Arlis Bortner; Baba M Adam; Brenda Latham; Brian E Ellison; Charles D. Hergenraeder; Chris Vitelli; Darcy Kipnis; Douglas Kain; Janet Lyle; Jill R. Cunningham; John Albano; Joseph Allison; Julie Clark; Lonita Cordova; Matt Williams; Michael McCandless; Nancy Golz; Omar Amavizca; Paul E. Baxter; Richard Manifest; Robert Anderson; Ronald Perez; Sheila Flores; Shelly Conner; Sherry Elms; Steve Cassidy; Tomasia Drummond; Toni Pirtle; Traci Veyl; Tracie Green; Vince Piro  
**Cc:** Liveth Barragan; Jeanne Bernardi; Kathy Grossi; Stacey Hicks  
**Subject:** Budget Manager Meetings

*Sent on behalf of Joe Allison, Vice President of Administrative Services and Andre Urquidez, Director of Business and Fiscal Services*

You will be receiving an appointment request for budget manager meetings. These meetings may include either the President or Vice-President (depending on who you report to), direct report manager/director/dean (if applicable), Vice President Administrative Services, Director Business and Fiscal Services, and the Budget Analyst.

The purpose of this meeting is to review your general fund discretionary budgets for 2017-18. Please review your budget(s) prior to the meeting to assess existing encumbrances and planned expenditures for the remainder of the fiscal year. We are looking to hold these meetings between mid-February and early March.

If you need any assistance retrieving your budget information from Colleague or any questions regarding budget activity, please contact Liveth Barragan X6267.

If you have any other questions please contact Andre Urquidez X6202 or Joe Allison X6108.



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