

## IELM Allocation Timeline

Nov:	Communicate IELM Process
	Identify any changes, how determined
	Identify funding amount
	Identify timelines
	Additional funding sources
November 6:	Council reviews/develops criteria
	Council reviews submissions
November 20/Dec 4:	Council makes allocations (in part or total)
December:	Notify budget managers
By Jan 15, 2016	Budget managers get quotes for items, submit quote
Jan 15:	Council reviews/ approves quotes, approves expenditures
	Determines alternatives (additional funds, funding sources, change in item, rescind approval, fund other item)
Jan 15-30:	CAS enters requisitions, items ordered
Feb/March:	Report of items received
April 15:	Final report of items ordered, expenditures, communication to college community on expenditures and items