

Budget – FAQs

1. How do I download a form?

Place your mouse pointer over the link to the desired form and "right click" (for most mouse pointers unless you reversed yours) - then "save as", and select the folder on your computer where you want the file to be saved. Please do not rename the file, so that it can be easily recognized by the Budget Office.

2. Completed Forms - Where do I send completed forms (spreadsheets, documents, etc.)?

Please send completed forms as electronic files to budget@palmbeachstate.edu, via email attachments.

3. Due Dates- When are the spreadsheets and forms due to the Finance Department?

All forms including budget sheets are due back to budget@palmbeachstate.edu via email by April 3rd. Please see [Budget Time Line](#).

4. Budget Sheets – Where are the budget sheets (Excel spreadsheets) that I fill in my for my Budget request?

The budget sheets, or Excel spreadsheets, that contain the current and historical information specific to the various Vice-Presidents, Provosts, and administrators areas were sent specifically to that administrator. Those forms are not part of the web site. The instructions ([Budget Book](#)), time lines, blank [forms](#), and links to associated areas are on this [Budget](#) website.