Union Public Schools
Fiscal Year 2026-2027 Budget Preparation Instructions

Budget Preparation Process

The preparation of your FY27 budget will take place in the Next Year Budget Entry module within Enterprise ERP (MUNIS). Training will be provided via Zoom on February 19, 2026. If you are unable to attend the Zoom training, a recording will be available upon request.

Assistance

For additional assistance beyond the training course, please contact:

- Valerie Bohbrink: 918-357-6091, bohbrink.valerie@unionps.org
- Jeremiah Yandell: 918-357-6105, yandell.jeremiah@unionps.org
- Jessica Wright: 918-357-6080, wright.jessica@unionps.org

Budget Development Calendar

- **Level 1 Access (Feb 11 – Mar 6)**: Employees responsible for entering budgets (e.g., site secretaries, admin. assistants, & clerks) will have access to input budgets into the MUNIS system. Each project's budget will start with the same total as FY26, with adjustments for school sites based on student count. You can reallocate items within your project to different function/object combinations as needed. Level 1 access will be disabled on March 6 at 5:00 pm.
- **Level 2 Access (Mar 9 – Mar 20)**: Direct supervisors (e.g., principals, directors) will review and make necessary changes. Level 2 access will be disabled on March 20 at 5:00 pm.
- **Level 3 Access (Mar 23 – Mar 31)**: Executive directors will review and make changes if needed. Level 3 access will be disabled on March 31 at 5:00 pm.
- **Level 4 Access (Apr 1 – Apr 9)**: Associate Superintendents will review and make changes if needed. Level 4 access will be disabled on April 9 at 5:00 pm.
- **Level 5 Access (Apr 10)**: The CFO and Budget will review the projects.

Year-End and Additional Spending Requests

- **Year-End Spending for FY26**: Requisitions submitted after April 30, 2026, are considered year-end spending. Only items that could not have a requisition prepared prior to April 30th for reasons out of our control should be submitted for year-end spending approval. Each site/department will be given $500 for unanticipated expenditures.
- **Additional Spending for FY27**: If you would like to request an increase in your FY27 budget, submit a request using the provided form. Indicate the reason for the increased budget request and the amount needed. These requests will be reviewed by the CFO and the Financial Reporting Department. If approved, you will be notified by the end of June.

Submission Deadline

All requests should be submitted to budgetsubmission@unionps.org by April 9th.