Abstract Instructions

Section Title:

Begin by typing in the appropriate section title in front of *Abstract*. It can be a *Financial, Physical Facilities, Curriculum and Instruction, Student Services*, or *Community Services Abstract*. The following are the guidelines to determine what section the abstract falls under:

- **Financial**: Finances or Information Technology
- **Physical Facilities**: Construction, building or grounds.
- **Curriculum & Instruction**: Classes or teaching
- **Student Services**: Services for students, tuition rates, or individual submitting abstract falls under the area of Instructional & Student Services
- **Community Services**: Programs benefiting the community, etc.

**Resource Person**: List names from highest ranking to lowest ranking with a Cabinet officer listed. Names are separated by a comma even if there are only 2 names.

**Explanation**: Budget information for any expenditure needs to be provided and funding source needs to be included. Budget box information needs to reflect the expenditures to date and the balance of the account being used. It is the responsibility of the budget head to provide this information and the responsibility of the VP/Cabinet member to ensure information is correct. The abstract should be properly prepared and grammar and spelling checked. Bid tabulation and analysis will be provided by the Director of Purchasing.

**Formatting**: The template provided to you has the correct fonts, indentations, spacing and line positioning.