UNT | DALLAS
UNIVERSITY OF NORTH TEXAS AT DALLAS

FY2026 BUDGET PROCESS CALENDAR

ACRONYMS	DESCRIPTION
FY	**Fiscal Year:** FY2026 begins 9/1/2025 and ends 8/31/2026
KTLO	**Keep the Light On:** Essential items a department needs to operate
SIF	**Strategic Initiative Funding:** New requested items
HEF	**Higher Education Funds (HEF):** equipment, permanent improvements, capital purchases, and major repairs with value > $250 and useful life of longer than 1 year

DATE	ACTION	Calendar

February 3-February 28	Axiom software open for budget users to:
	  a) Budget request 2026 forms in Axiom
	  b) Personnel budget request forms
	  c) Fee & auxiliary budget allocations templates
		Campus & COL

February 5	Brown bag lunch training with CFO -12:00	Campus & COL
February 7	In-person Axiom training session - 10:00-11:00 in Dal 1, Room 201H	Campus & COL
February 11	Virtual Axiom training - 11:00-12:00	Campus & COL
February 13	In-person Axiom training session - 2:00-3:00 in Dal 1, Room 201H	Campus & COL
February 20	Virtual Axiom training - 2:00-3:00	Campus & COL

February 28	Deadline for submission of:
	  a) Budget request forms in Axiom
	  b) Personnel budget request forms
	  c) Fee & auxiliary budget allocations templates
		Campus & COL

March 10- May 2	Window for budget hearings held for KTLO, SIF, & HEF budget requests with designated Vice Presidents. In addition, review Fee & Auxiliary budget allocations with designated Vice Presidents.	Campus & COL
August 14-15	Consolidated budget presented for approval at Board of Regents meeting	UNTS, Campus & COL
August 18	Approved FY2026 budgets available for review in Axiom	Campus & COL
August 18-29	Refresh the Academic Departmental Budgets on Financial Reports	Campus & COL
September 1	Consolidated UNTD budget posted on Finance & Administration webpage	Campus & COL
September 1	Board approved budgets available for use	Campus & COL