### 2. Budget Request

**Legend:**
- **L** = Lead Responsibility
- **S** = Support
- **A** = Approve
- **I** = Informed

**Flowchart(s):** P220

#### Phase 2.1 Project Request(s)

1. Issue capital budget guidelines
2. Receive and review guidelines
3. Update project information
4. Complete required documents for each capital budget request
5. Submit all required forms to TBR OFD

#### Phase 2.2 Budget Preparation

1. Receive all information and compile capital budget requests
2. Analyze capital budget requests, prioritize and prepare TBR capital budget recommendation
3. Submit summary of capital budget requests to the Board for approval
4. Send detailed project information to Facility Coordinator
5. Submit capital budget recommendation to THEC
6. Responses to THEC questions
7. THEC approval

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**Area of Responsibility Matrix**
15 April 1997

Tennessee Board of Regents
Facilities Development Team