

**VIRGINIA STATE UNIVERSITY**  
**COST SAVING SUBMISSION: FY 2021**

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| <b>UNIT:</b> | <b>PERSON COMPLETING FORM:</b> |
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***Unit New Request:***

***Given the current state of the Commonwealth's revenue, budget reductions are likely to be a reality. Please submit cost savings suggestions for FY 20 budget. This form is for your unit. However, university wide suggestions are also welcome.***

| # | REDUCTION SUGGESTION                           | REQUIREMENTS  | ADDITIONAL COST EXPLANATION  |
|---|--|---|--|
| 1 | EXAMPLE:<br>Reduction in travel to conferences | a. Curtail conference attendance to 1 to 2 employees per conference. They will then come back and train the rest of the unit. | Average cost of conference \$2,500. Reduction of 2 employees is a \$5,000 savings. |

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**Approvals**

Dean or Director \_\_\_\_\_ Date \_\_\_\_\_

Vice President \_\_\_\_\_ Date \_\_\_\_\_

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