

Budget Book Instructions

The FY25 Budget Book can be printed online. Below are the instructions.

1. **Go to the Financial Services Website:** <https://www.tusd1.org/financial-services>

2. **Click on Budget Info & Reports:**

Financial Services

520-225-6493 | Fax: 520-225-6179 | 1010 E. Tenth St., Tucson, AZ 85719 | [Map \(google.com\)](#)

[Finance Personnel](#)
[Public Surplus Auctions](#)

[Budget Info & Reports](#)

3. **Click on FY25 Budget Book:**

Budget Info

Please find information about the current and prev financial reports for the Tucson Unified School Dist
Current Budget Info:

• [FY25 Budget Book](#)

4. **By clicking on FY25 Budget Book, it will take you to the ClearGov website for Tucson Unified School District No. 1. Once there, click on Print:**



5. **A window will pop-up, enter your email address and select all that you would like to print, once the email address and selections are made, the [Create Digital Budget Book](#) will be highlighted, click on this to send request:**

A screenshot of a 'Customize Your Budget Book' form. It includes a text input field for 'Email Address' which is circled in red. Below the field is a list of sections to select for printing, including 'Introduction', 'Transmittal Letter', 'History of TUSD', 'Organizational Chart', 'Fund Structure', 'Basis of Accounting', 'Financial Policies', and 'Budget Process'. At the bottom of the form, a button labeled 'CREATE DIGITAL BUDGET BOOK' is circled in red.

6. **After you submit your request, ClearGov will send you an email containing a link to print the documents you requested. Please note that the more documents you request, the longer it will take for the link to be sent. It is advisable not to attempt to download a large section of documents at once, as this may overwhelm the servers and cause them to crash. Instead, try downloading in smaller sections. Please be patient, as it may take some time to receive the link.**