

Academic Affairs Division Budget Request Form Guidelines

INTRODUCTION

The purpose of these guidelines is to outline the procedure for requesting supplemental funding beyond allocated baseline or one-time budgets. All requests for supplemental funding from the Office of Academic Affairs must be submitted by completing a Budget Request Form. (This does not apply to the formal annual budget request from the Budget Office.) This process is designed to provide a formal mechanism for Colleges and Academic Affairs Departments to obtain additional funds to improve their ability to support contributions towards the overall mission, vision, and strategic objectives of the Division. Budget requests should be submitted with adequate time for review prior to the date funding is needed.

PREPARING THE BUDGET REQUEST FORM

Top of Form

- Indicate the date the funding is required, as well as the name of the College, or Department that is requesting funds.

Description and Justification for Funding Request

- Describe the purpose of the funding request, and add a justification for how it contributes to the overall mission of Academic Affairs Division. Expected results and timeframe should be included.

Detail of Itemized Projected Expenses

- Itemize projected expenses and describe, in detail, how funding is to be used. Provide projected costs for general item categories, as well as, overall total costs. Please attach additional sheets as necessary.

Indicate Amount and Percentage to be Provided from Other Sources

- Colleges, and Departments are expected to contribute funds toward requested projects, as well as, find other sources of funding. Please indicate the amount of funding to be provided by the College, or department, as well as other sources. (The percentage amount will be calculated and automatically inserted.)

Indicate Amount and percentage of Funding Requested from Academic Affairs

- Indicate the amount of funding requested from Academic Affairs Division. (The percentage amount will be calculated and automatically inserted).

Indicate Account String for Funds transfer if Budget Request is Approved

- Indicate the account string for funds transfer if they are approved. If funds are to be transferred into more than one account, please indicated this on the form.

Signature and Approval

- Upon completion of all sections, obtain signatures, date the form, and submit to the Director of Academic Budget and Planning for review. The request will be reviewed with the Provost.

Academic Budget and Planning will assign a log number to each request upon receipt. Upon approval or disapproval of funding, the requestor (as well as the area budget contact) will be notified of the funding decision.

Project status and utilization of funds reports will be submitted to Academic Budget and Planning at year end.