Planning and Budget Request Form
For FY 2005-06
☐ Increase  ☐ Decrease

Requestor: ____________________ Planning Unit: ____________________

Relationship to CFCC Strategic Goal(s): ____________________

Action Plan to be Funded: (Please indicate if this budget request supports an objective in your annual plan.)

Total Budget Amount Requested:
( Including fringe benefits if appropriate)

Budget Account Number:

APPROVAL (signatures)

Chair/Director: ____________________

Dean: ____________________

VP of Instruction: ____________________

Ranked ________ of _________ by VP of Instruction

Approved by College Council  __Yes  __No

Approved for Allocation: ____________________

Other Justification: ____________________
INSTRUCTIONS FOR USING THE PLANNING AND BUDGET REQUEST FORM

The Planning and Budget request form is to be used for requesting a major increase or decrease in your annual operating budget. A major increase or decrease is defined as $1,000 or more in any line item. The forms are to be used to prepare for annual budget hearings in February.

The form is not to be used to request equipment. Equipment funds are separate from the current operating budget.

One form is to be used by instructional departments and the other form is to be used by non-instructional departments. The only difference in the two forms are the signatures required in the APPROVAL section.

Requestor: person completing the form

Planning Unit: academic program or functional unit

Relationship to CFCC Strategic Goals(s): you must tie your request to one or more of the college's strategic goals for the upcoming fiscal year

Action Plan to be funded: describe specifically what is to be funded; give justification for the request; use data to support the request where appropriate; explain the consequences if the request is not funded

Total Amount Requested: Give the additional dollar amount needed to support the request described above; be sure to include fringe benefits in the amount, if appropriate.

Budget Account Number: this is the line item number

APPROVAL (signatures): the request must be submitted to and approved with signatures by those listed. The vice president is the final person to handle all requests and he/she is responsible for ranking the requests.

Approved by College Council: this indicates if council approves of funding

Approved for Allocation: when the final budget is received from NCCCS, this space is reserved for the president to approve allocation

Other Justification: use this space to further justify the request if it is needed

YOU MAY ATTACH ADDITIONAL PAGES OR SUPPORTING DOCUMENTATION