REQUEST FOR ADDITIONAL FUNDING
(External to the Proposed Budget Process)

Request for additional funding should be made during the Proposed Budget process of the upcoming fiscal year. On occasion, extraordinary circumstances or time-sensitive issues occur which may necessitate a request for additional funding external to the Proposed Budget request opportunity. In that event, the following procedure should be followed for making requests:

1. Complete the attached form outlining the justification for the request and the amount needed. Supplemental pages are permitted.

2. The amount should be specified as recurring (permanent) and/or non-recurring (one-time/temporary).

3. The cost center(s) and commitment item(s) with amounts should be completed on the budget detail schedule.

4. The completed request form should be routed for approval in the following order:
     I. Business Manager
     II. College Dean or Vice Chancellor of requesting area
     III. Vice Chancellor of Finance & Operations

5. If the request is approved by the Vice Chancellor for Finance & Operation, a copy of the form will be forwarded to the (1) requestor and (2) Accounting and Budget Office for processing.

   ☀ The budget office will inform the business manager when the budget adjustment has been made.

6. If the request is not approved, the request form will be returned to the business manager.

Attachments

REQUEST FOR ADDITIONAL FUNDING

Requestor's Name_____   Department Name _____

Telephone # _____ Campus Address _____   Email Address_____

Total Amount of Request $ _____   **Effective Date: _____**

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FUNDING DURATION

Recurring/Permanent Total**:** $ _____
    Current Fiscal Year Amount $ _____   (full or partial amount)
    Following Fiscal Years Amount $ _____   (full amount)

One-time/Temporary Total:
    Current Fiscal Year Amount $ _____
    Fiscal Year 2 $ _____
    Fiscal Year 3 $ _____
    Fiscal Year 4 $ _____
    Fiscal Year 5 $ _____

*Note: The total recurring and/or one-time amount must equal the total amount of request. Also, the Budget Detail schedule attached **MUST** be completed.*

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JUSTIFICATION

Describe the initiative below. Additional pages may be attached, if needed.

_____

_____

_____

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_____

_____

_____

APPROVALS

_____   _____
Business Manager   Date   Dean or Vice Chancellor   Date

_____
Vice Chancellor for Finance & Operation   Date

REQUEST FOR ADDITIONAL FUNDING
BUDGET DETAIL

Fund Name: _____

Fund Number: _____

Object Code/ Commitment Item	Description	Budget Amount
412000	Faculty Salaries	
413000	GTA,GA,GRA Salaries	
415000	Summer School	
	Academic Salaries	
411000	Administrative Salaries	
414000	Professional/Other	
416000	Cler/Tech/Maint-Salaried	
	Non-Academic Salaries	
418000	Student Employees-Hourly	
	TOTAL SALARIES	
421000	Staff Benefits Req	
	STAFF BENEFITS	
419000	Non-Wage Payments	
431000	Travel	
432000	Motor Vehicle Oper.	
433000	Printing, Dup., Binding	
434000	Utilities	
435000	Communications	
436000	Maint. & Repairs	
437000	Prof Serv & Memberships	
438000	Computer Service	
439000	Supplies	
441000	Rentals	
442000	Insurance	
443000	Awards	
444000	Grants & Subsidies	
446000	Cont & Special Services	
448000	Serv Dept Credits	
449000	Other Exp	
	OPER. & MISC.	

REQUEST FOR ADDITIONAL FUNDING
BUDGET DETAIL CONTINUED

Fund Name: _____

Fund Number: _____

Object Code/ Commitment Item	Description	Budget Amount
461000	Equipment	
463000	Library Books	
471000	Land Cap. Outlay	
472000	Bldgs. Cap. Outlay	
	EQUIP. & CAP. OUTLAY	
412900	Academic Salaries Recoveries	
413900	GTA,GA,GRA Salaries Recoveries	
411900	Administrative Salaries Recoveries	
414900	Professional/Other Recoveries	
416900	C/T/M Salary Recoveries	
421900	Staff Benefits Recoveries	
431900	Travel Recoveries	
432900	Motor Vehicle Oper. Recoveries	
433900	Printing, Dup., Binding Recoveries	
434900	Utilities Recoveries	
435900	Communications Recoveries	
436900	Maint. & Repairs Recoveries	
437900	Prof Serv & Memberships Recoveries	
438900	Computer Service Recoveries	
439900	Supplies Recoveries	
441900	Rentals Recoveries	
443900	Awards Recoveries	
446900	Cont & Special Services Recoveries	
448900	Svc Dept Credits Recoveries	
449900	Other Exp Recoveries	
461900	Equipment Recoveries	
	RECOVERIES	
	-	
	TOTAL EXPENDITURES	