



Explanation and Instructions

Type of request

On-going – Continuous

Personnel or positions, technology or software that requires routine maintenance and upgrades, certifications that will require periodic re-certifications, continuous advertising, off-site facilities, etc.

One-time – Single occasion

Consultant work, new or replacement equipment and supply, software or technology that does not require maintenance or upgrades for the life of usage, seminar or conference attendance, etc.

Resources are not limited to budget/financial and may include any of the below:

- Personnel – Any full time, part time, overload, overtime, student employee labor that you are requesting that is not currently budgeted. You must include salary, benefits, material and services including technology need and facility usage (space).
- Facility – Identify space needed and include any cost associated.
- Training/Travel – Include travel, lodging, per diem and registration fee in request.
- Technology – Identify purchase cost as well as maintenance cost.
- Software – Identify purchase cost as well as maintenance cost.
- Communication/Advertising – Identify estimated cost.
- Equipment - Identify purchase cost as well as maintenance cost.
- Supplies - Identify purchase cost as well as maintenance cost.
- Other – Describe in detail anything that does not fit in any of the above categories.

Please provide a response to all applicable questions.

There is no guarantee of funding for the requests that are being submitted. Institutional Effectiveness Committee will be applying a rubric and providing information to SLT for review and decision-making. During the review process, you may be asked for more information or clarification. The college does not have additional budget to use as a funding source so budgets will be reviewed and reorganized where able in order to fund critical need operations to support compliance and strategic plan priorities.



Additional Resource Request

Use this form to request resources in addition to your operating budget that specifically support the strategic plan and priorities of the college as well as funding needed for compliance. Do not include standard operational budget information and do not include the resources requested on this page on your budget worksheets. Please refer to your tactical/operational plans for resources you have already identified.

Requestor, position title & department:

Budget & account codes and amount requested:

Type of request: One-time On-going

Type of resource(s) being requested:

Personnel Facility Training Technology/Software Training
 Communication/Advertising Equipment Supplies Other _____

Please provide a detailed answer to all questions below that are applicable to your request.

What is the intended purpose of the funding?

Does the request support strategic plan priorities or compliance (legislative, legal, safety, accreditation, etc)? Explain in detail.

What impact will the support of this request have on the college?

What is your implementation plan?

Does this request have a low, moderate or high impact on students? Please describe.

What is your plan if this request is not funded?

Does this require general fund allocation or is there another funding source (grant, fee, etc.)?