

LOS MEDANOS COLLEGE

BUDGET REQUEST FORM

I. Requestor Information			
Requestor Name		Date Submitted	
Requestor Email		Department/Program Name	
II. General Information			
Request Title		Educational Master Plan Objective	
Request Description			
III. Personnel Resource Need <small>(For FT Faculty Requests, Refer to Box 2A Process)</small>			
Position Name/Title		Classification	FTE
Position Type	Funding Duration	Funding Source	Est. Salary & Benefits
<input type="checkbox"/> Faculty R/T <input type="checkbox"/> Classified <input type="checkbox"/> Manager <input type="checkbox"/> Student	<input type="checkbox"/> On-going/Permanent <input type="checkbox"/> One-time	<input type="checkbox"/> Operations (Fund 11) <input type="checkbox"/> Other <input style="width: 100px; height: 15px;" type="text"/>	<input style="width: 60px; height: 15px;" type="text"/> Salary (Step 1) <input style="width: 60px; height: 15px;" type="text"/> Benefits <input style="width: 60px; height: 15px;" type="text"/> Total
Justification:			

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IV. Operating Resource Need (Equipment, Services, Non-Personnel)

Resource Type

- | | | |
|---|---|---|
| <input type="checkbox"/> Equipment | <input type="checkbox"/> Service/Contract | <input type="checkbox"/> Facility Improvement |
| <input type="checkbox"/> IT Hardware/Software | <input type="checkbox"/> Supplies | <input type="checkbox"/> Other |

General Description

Est. Expense

Justification:

V. Professional Development Resource Need

Resource Type

- | | | |
|---|---|---|
| <input type="checkbox"/> Conference/Meeting | <input type="checkbox"/> Online Learning | <input type="checkbox"/> Consultant/Trainer |
| <input type="checkbox"/> Materials/Supplies | <input type="checkbox"/> IT Hardware/Software | <input type="checkbox"/> Other |

General Description

Est. Expense

Justification

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VI. Request Approval			
Signatures			
Requestor Signature	DATE	Department/Program Chair <u>or</u> Manager	DATE
Department/Program Dean or Vice President	DATE	VP, Business & Administrative Services	DATE
VII. For Business Services Use Only			
Request Approved/Denied		Modifications	
Date Request Approved		Request Extensions	
Funding Source		Date Approved	
GL #		Approved By	