

OFF-CYCLE DEPARTMENT/PROGRAM BUDGET AUGMENTATION REQUEST

PURPOSE OF THIS FORM

The Off-Cycle Budget and Personnel Augmentation Request Form is used for the following:

- To request an augmentation to an unrestricted fund departmental/program budget;
- To request authorization to hire non-faculty personnel

IMPORTANT: Expenditures related to off-cycle budget augmentation requests cannot be incurred prior to the approval of the request. A copy of the request will be returned to the requestor indicating whether or not the request has been approved. For requests for authorization to hire non-faculty personnel, additional information will be needed.

In order to assess the effectiveness of budget augmentation, departments/programs who receive additional funding may be required to report on its use at the end of the fiscal year.

GENERAL INFORMATION

DATE _____

Department/Program/Unit Name:	Academic Year:
Name & Title of Requestor:	Division:
Department Chair/Program Coordinator:	Division Dean:
Signature of Chair/Program Coordinator:	Signature of Division Dean:

Please provide the details of this request on the next page.

AUTHORIZATION (official use only)

Signature of Appropriate Vice-President	Date
---	------

DETAILS OF REQUEST

Item #	Detailed Description	Reason for Request	Type of Request	Amount Requested
		<ul style="list-style-type: none"> ○ Loss due to damage/breakage ○ Unanticipated costs ○ Compliance Requirement ○ Rate Driven • Other: 	<ul style="list-style-type: none"> ○ Supplies ○ Furniture ○ Equipment ○ Personnel (non-faculty) ○ Contract ○ Other: Annual subscription to license software 	\$ _____ Check One: ___ Ongoing Expense ___ One-Time Expense