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 General Fund departmental/program budget;
- To request authorization to hire non-faculty personnel

IMPORTANT: Expenditures related to off-cycle budget augmentation requests may not be incurred prior to approval. A copy of the document will be returned to the initiator indicating whether the request has been approved. Specific plans (e.g., Technology, Staffing, etc.) and requests need to be routed to the appropriate Participatory Governance Committee. For example: Requests for authorization to hire non-faculty personnel require background information related to Staffing Committee processes that have been completed.

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 Initiator:	**Division:**
Department Manager/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

Suggestion to add a routing section (or other instructions) so it's clear where this form goes next for review/ approval, etc. This form is reviewed by the appropriate VP and is presented at President's Cabinet.

2/19/2020

DETAILS OF REQUEST

Item #	Detailed Description	Reason for Request	Type of Request	Amount Requested
1		o Loss due to damage/break age o Unanticipated costs o Compliance Requirement o Rate Driven o Other:	o Supplies o Furniture o Equipment o Personnel (non-faculty) o Contract o Other:	$_____ SmartKey:_____ *Check One:* ___Ongoing Expense ___One-Time Expense
Item #	Detailed Description	Reason for Request	Type of Request	Amount Requested
2		o Loss due to damage/break age o Unanticipated costs o Compliance Requirement o Rate Driven o Other:	o Supplies o Furniture o Equipment o Personnel (non-faculty) o Contract o Other:	$_____ SmartKey:_____ *Check One:* ___Ongoing Expense ___One-Time Expense
Item #	Detailed Description	Reason for Request	Type of Request	Amount Requested
3		o Loss due to damage/break age o Unanticipated costs o Compliance Requirement o Rate Driven o Other:	o Supplies o Furniture o Equipment o Personnel (non-faculty) o Contract o Other:	$_____ SmartKey:_____ *Check One:* ___Ongoing Expense ___One-Time Expense