Budget Request for Permanent Funds

The submission of this form and approvals at all levels must be completed before any commitments requiring base budget funding are considered.

I. Request for Additional Base Budget Funds

* Please provide supporting documentation.

Department Name

Organization #

Amount Requested (If salary, need to include benefits)

Explain the following (use additional pages if necessary):

a. What is the purpose of the funding?
b. Why this funding cannot be provided within the department, either by using uncommitted funds or by a re-prioritization within the department
c. Please indicate how this request relates to the mission of the University, strategic plan, and to the priorities and strategy of the department.

________________________________________________

________________________________________________

________________________________________________

________________________________________________

Department Head/Director Signature Date

II. Approval to Request Funding from Sources Outside of College/VP Area

College/VP Area Total Permanent Base Budget

Change in Carryover of Base Funds

Total Base Budget Funding on Vacant Positions Not in Active Searches

Explain the following:

a. Why this funding cannot be provided within the college/area, either by using uncommitted funds or by a re-prioritization within the college/area and
b. Please indicate how this request relates to the mission of the University, strategic plan, and to the priorities and strategy of the college/area.

________________________________________________

________________________________________________

________________________________________________

________________________________________________

Dean/VP Signature Date

III. Provost Office Review (Academic Areas Only)

Comments

________________________________________________

________________________________________________

________________________________________________

________________________________________________

Signature Date

IV. Budget Office Review

Comments

________________________________________________

________________________________________________

________________________________________________

________________________________________________

Signature Date

V. University Administration Approval of Additional Needs

Executive VP Signature Date

Note: If approved, the EVP will forward to Budget Services for permanent allocation contingent on availability and prioritization.