PLANNING UNIT RESOURCE REQUEST

INSTRUCTIONS:
The designated employee completes the Planning Unit Resource Request when preparing the coming year's Budget Request Worksheet. Every budget line item request on the Budget Request Worksheet should be tied back to a Planning Unit Resource Request Form. Budget line items not specified below may be checked as Routine Operations.

Planning Unit Division:		Budget Center:	
Planning Unit:		Requested by:	
Fiscal Year:		Date:	

Personnel	☐	Other Contractual Services	☐	Equipment > $5,000	☐
Travel	☐	Materials and Supplies < $5000	☐	Buildings and/or Renovations	☐
Rent	☐	Computers/Other Technology	☐	Other Routine Operations	☐

Funding Cycle Needed: Recurring — Monthly ☐ Quarterly ☐ Annually ☐ Non-recurring ☐ (One-time Expense)

Which Institutional Goal(s) does this resource request support?
Which Strategic Initiative(s) does this resource request support?
Which Planning Unit Initiative does this resource request support?
Which Planning Unit Objective does this resource request support?

Estimated Cost: ☐

General Ledger Expense Code: ☐

General Ledger Exp. Code Name ☐

Describe Request and Justification in detail. Include how the request will benefit the requesting unit.
(Use additional supporting evidence, if necessary.)

ADMINISTRATIVE SECTION:

Planning Unit Divisions:

01 Instruction and TBI	☐	07 Operation/Maintenance of Plant	☐
04 Academic Services	☐	08 Scholarships	☐
05 Students Services	☐	12 Auxiliary Enterprises	☐
06 Institutional Support	☐		

Relative Priority Within the Administrative Area:
High ☐ Medium ☐ Low ☐

Administrative Area Supervisor: ☐

Approved ☐ Denied ☐

Anticipated Source of Funds:
State ☐ Perkins ☐ Technology Fees ☐

Restricted Program: ☐ Name: ☐