



# College of the Redwoods

## Supplemental Budget Request Form

Supplemental funding is designed to provide funds for items and/or activities not anticipated during the last program review process and cannot wait until the next program review funding cycle. Please fill out this form entirely and submit it to the Vice President, Administrative Services. The request will be reviewed by the President’s Executive Cabinet if the Vice President approves. It is important to note that all funded items must be submitted to the appropriate integrated planning committee for review before implementation.

Fiscal Year:

Date:

Submitted by:

|                      |                                                   |                                                                                                          |
|----------------------|---------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| Type of Request:     | Account Code(s)<br><i>GL code to be budgeted?</i> | Requests for new technology, facilities, or equipment<br>require consultation. Did you consult with FPC? |
| General Request:     |                                                   | YES:                      NO:                                                                            |
| Operational Request: |                                                   |                                                                                                          |
| Urgent Request:      | \$\$ Amount \$\$                                  | If yes, who was consulted?                                                                               |

Description of Request: *include justification as to why it can't wait until next budget cycle*

Relationship to Institutional Plans (Education Master, Annual, Life Safety, Facilities, or Operational) or Assessment

*Include the specific plan and action item relevant to your action to be taken.*

**For example:** *EMP Initiative #2 - Expand and Prioritize Offerings that Prepare Students for Living-Wage Jobs; or Initiative #5.4. Rethink the flexibility of modalities and scheduling to meet student needs and determine possible transformations in scheduling and alternative pathways to completion.*

One-time or Permanent Augments?

**One-time augments:**

- Will be covered from temporary savings in other areas, or*
- Will increase the District’s total budget for the year?*

**Permanent augments:**

- Will be covered by permanent budget cut in other area and identify the source of the budget cut, or*
- Will permanently increase the District’s budget.*

Comments or additional information:

|                      |                                                        |
|----------------------|--------------------------------------------------------|
| Cabinet Review Date: | Decision                                               |
| Comments:            | YES:                                                   |
|                      | NO:                      Refer to next Program Review: |