



Adams State College
Request for increase in Annual Budget/
Supplemental Budget Request

Budget Account:		Amount:	
<input type="checkbox"/> Emergency	An action from an unexpected event that interferes with the mission of the institution and severely impacts immediate operations		
<input type="checkbox"/> Supplemental	A request for the current budget year outside of the approved annual budget (urgent, but does not meet the definition of an emergency)		
<input type="checkbox"/> Annual Increase	A request for an increase in the annual budget for the following fiscal year		
<input type="checkbox"/> Capital Fee Money	Technology enhancement or Equipment repair FTAC/ATAC Approval _____		
Budget Year:		<input type="checkbox"/> Base Building	<input type="checkbox"/> One-Time Only
Description:			

Note: Please work with the Budget Office on all requests involving salary to ensure accurate calculations on retirement, Medicare, and other payroll related costs.

Requested by (please print)	Date
Cabinet Officer Approval	Date
Cabinet Approval	Date
President's Approval	Date