

Louisiana Delta Community College Budget Allocation Request Form

This form is to be used for one budget priority.

Fiscal Year: _____

Originator: _____

Department: _____

Org. Number: _____

Source of Funds: _____

Department Priority: _____

Budget Head Priority: _____

Cabinet Member Priority: _____

Request no change to prior year budget.

Administrative Instructional

Please check one of the following:

Recurring
Increase(Decrease)

Non-recurring

Capital Outlay
IT

Capital Outlay
Non-IT

Renovation

See below:

Section 2

Section 1

Section 1

Section 1

Section 1

Section 1

Non-recurring item(s) you are requesting.

Quantity	Description	Item Cost	Total Cost
		Total Request	

Describe operating expenses (e.g. Instructional Supplies, Software, etc.) which may be associated with the item listed above.

Budget Category	Budget Year(s) Affected	Description	Cost

These expenses will be: One Time Recurring

Section 2

Recurring Increase(Decrease) you are requesting.

Budget Category	Description	Increase(Decrease)
		Total Request

Explain the manner in which this budget request relates to specific area or college goals. If it will support the instructional program, also list the specific courses and learning outcomes it will help to achieve. If it is for administrative use, explain how it will enhance the quality of instruction or efficiency of operation in your administrative unit. Be specific because you will be asked to evaluate the effectiveness of this purchase in light of your stated justification.

Louisiana Delta Community College
Instructions for Completing the Budget Allocation Request Form

- 1) If seeking no change to prior year recurring budget, check the box marked "Request no change to prior year budget."
- 2) If seeking an adjustment to prior year recurring budget, mark the radio button labeled "Recurring Increase(Decrease)" and fill in Section 2.
- 3) If seeking a one-time budget item, mark the appropriate radio button (Non-recurring, Capital Outlay (IT), Capital Outlay (Non-IT), or Renovation) and fill in Section 1.
 - a. Non-recurring: One-time planned expenses occurring in FY 2015 such as travel to a special conference or cost to hire a professional consultant.
 - b. Capital Outlay (IT): Equipment purchases such as computers, printers, software, and scanners.
 - c. Capital Outlay (Non-IT): Furniture and equipment purchases not related to IT such as desks, tables and chairs.
 - d. Renovation: Building and grounds renovation expenses such as carpet, paint, and other building upgrades.

Note: A separate form must be submitted for each type of budget request.

BUDGET CATEGORIES

- A. Operating Services:** Advertising, printing, subscriptions, utilities, rentals.
- B. Operating Supplies:** Office use, copier, computer, educational, building and grounds, automotive.
- C. Professional Services:** Accounting, legal, temporary personnel contracts.
- D. Capital Outlay:** Computers, software, upgrades, printers, computer desks, building improvements.
- E. Travel:** Costs associated with conferences, seminars, workshops, or special training opportunities.