



# 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 appropriate Cabinet member. The request will be reviewed by the President’s Executive Cabinet if 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) <i>GL code to be budgeted?</i>	Requests for new technology, facilities, or equipment require consultation. Did you consult with TPC or 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 (Strategic, Education, Annual, SSSP or Student Equity) or Assessment**  
*Include the specific plan and action item relevant to your action to be taken.*  
**For example:** *Annual Plan 2013-2014 Theme: Persistence; or Goal 1: Student Success: EP.1.6.2 Develop a plan for narrowing the achievement gap for underrepresented student populations.*

**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:	Cabinet Decision
Cabinet Comments:	YES:
	NO:                      Refer to next Program Review: