**COMPLETE THE WORKSHEET BELOW FOR EACH NEW RESOURCE (BUDGET) REQUEST**

Remember – any new resource (budget) request MUST be submitted as part of a Three-Year Plan in Diamond.

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| **NEW RESOURCE REQUEST INFORMATION** |
| **QUESTION/INFORMATION** | **ANSWER** |
| 1. **What type of resource are you requesting?**
* New Capital – request for construction or renovations of physical spaces, such as classroom renovations or office remodels.
* New Equipment – request for tangible property with a cost of $5,000 or more, such as lab or classroom resources.
* New Technology – request for information technology hardware or software, such as computers or software licenses.
* Ongoing Operational Budget Expansion – request for increase in operational budget lines, such as professional development, travel, etc.
* New One-Time Operational Budget – request for temporary and substantial increases in categories other than capital, equipment, technology, or personnel.
* New Personnel – request for new full-time faculty or staff members.
* Existing Personnel Modification/Change – request to modify or expand current personnel, such as adding step increases, part-time salary adjustments, etc.
* Perkins/Enhancement Grant Request – request for equipment you believe is eligible for Perkins or Enhancement Grant funding.
 | *Select one:*[ ]  New Capital Request[ ]  New Equipment Request[ ]  New Technology Request[ ]  Ongoing Operational Budget Expansion[ ]  New One-Time Operational Budget Request[ ]  New Personnel Request[ ]  Existing Personnel Modification/Change[ ]  Perkins/Enhancement Grant Request |
| 1. **What is the priority level of your request?**
* High – essential for your program or department's operations, safety, or to prevent work stoppages.
* Medium – important for your curriculum or program or department but not immediately critical.
* Low – beneficial to have and would enhance your program or department but isn't essential for achieving your goals.
 | *Select one:*[ ]  High[ ]  Medium[ ]  Low |

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| **NEW RESOURCE REQUEST INFORMATION** |
| **QUESTION/INFORMATION** | **ANSWER** |
| 1. **What is a brief, one-line description of what you are requesting?**
* This is what appears on the overall budget request report for Cabinet.
* Be concise, but descriptive.
* More detailed information will be added to the explanation/justification below.
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| 1. **What is the budget fiscal year of your request?**
* For example, if you would like your item considered for the 2025-2026 budget, select “Fiscal Year 2026”
 | *Select one:*[ ]  Fiscal Year 2026[ ]  Fiscal Year 2027[ ]  Fiscal Year 2028 |
| 1. **Select if any of the following options apply:**
* Has Ongoing Cost – item requires ongoing cost(s) in subsequent years.
* Connected to Another Budget Request – item is connected to another item being requested, such as equipment purchase and installation cost, etc.
 | *Select all that apply:*[ ]  Has Ongoing Cost[ ]  Connected to Another Budget Request |
| 1. **What is the estimated amount of your request?**
* Enter the quantity, cost per item, and total price of your request.
 | *Complete each item:*Quantity:Cost Per Item:Total Price: |
| 1. **What are you requesting, and why do you need it?**
* Room # – what room or location will your item be used in?
* Explanation/Justification – why do you need the item? Be as descriptive as possible.
* Estimated Ongoing Cost – what is the estimated ongoing dollar amount for the request?
* Impacts to Facilities/Institution – list any impacts the request may have on items such as water, electrical, ADA compliance, etc.
 | *Complete each item:*Room #:Explanation/Justification:Estimated Ongoing Cost:Impacts to Facilities/Institution: |