**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. |  |
| 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: |