



Integrated Budget and Program Review Resource Allocation Model Process **Emerging Needs Funding Request Process**

College departments and committees can request funds for any needs arising during the current fiscal through the **Emerging Needs Funding Request** process. These include needs that require immediate attention (safety issue, equipment failure) or unforeseen needs based on new state mandates, regulations or other college initiatives. Please keep in mind that CBAC will not consider requests that should have been anticipated through the program review and planning processes.

1. Requestor completes the form to request funding.
2. Requestor submits form with detailed justification to CBAC chair.
 - CBAC may ask the requestor to present their request at a CBAC meeting.
 - Committee requests should be linked to the goals/activities/areas for improvement from their Committee Evaluation Form. Any analysis, evaluation, assessment that the committees performed should be included in the justification.
 - Instructional/service department requests should include citations of pertinent regulations or requirements, documented safety issues, analysis of expenditures, etc.
 - All requests need to demonstrate alignment with the College's goals or one of its institutional plans (e.g. Technology, Equity, Emergency, etc.).
3. After discussion on the merits of the request, CBAC will recommend funding and source of funding to College Council. CBAC may modify the funding amount or recommend that the funding not be allocated.
4. College Council approves or denies the recommendation and passes the recommendation to the President.
5. President reviews with Cabinet and then:
 - will approve and inform committee with funded amount,
 - deny with rationale, or
 - modify request working directly with requestor.

Committee chairs, constituent group or department leads will work with Office of Administrative Services to obtain account information and work with the area budget administrator for spending. Unless otherwise specified and approved, allocations will be for the current fiscal year spending only.



Emerging Needs Funding Request Form

REQUESTOR INFORMATION

Name:

Committee/Constituent Group/Department:

REQUEST INFORMATION

Item Description (*ex. purchase or engage in a contract with XXXX for [describe purpose]*):

Justification (Explain concisely how this request will help meet area goals and/or align with College goals or its institutional plans. Committees request should be linked to committee goals. Instructional/service requests should include pertinent regulations or requirements, documented safety issues, analysis of expenditures, etc.):

FUNDING INFORMATION

Requested dollar amount (include components of Total Cost of Ownership):

Timeline for Expenditure (default is by end of Fiscal Year; if longer, provide justification):

Tracking Number (completed by Office of Admin Services):

Submit completed request form to CBAC Chair.