

Budget Increase Request Form

This form is designed to request operation and/or personnel funds above and beyond what has been approved for a department. A department may appeal for an increase in its standard budget via submission of this form. The budget increase is at the discretion of the Campus President, Campus Provost, and Chief Financial Officer and is subject to the financial feasibility of the University as a whole.

Type of Request: **Position/increase amount requesting*:** \$

**If request is relating to a new program, please complete Section A: Budget Proposal*

Purpose of Request:

Name of Requestor: _____

Signature of Requestor: _____

Date: _____

Please complete each area above and return the finalized form for review to Christina Dalton, CFO.

Approved: _____ Yes _____ No

Christina Dalton, CFO

Date

Section A: Budget Proposal

Revenue:

Projected Enrollment: students

Expenses:

Projected Personnel:

Position Title	Projected # of Personnel	Salary Range

Operating Budget:

Type of Expense	Request Amount

**If "Other" expense selected, please provide brief explanation:*