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GRCC Supervisor Self Service **In Online Center** < 2 of 2 >


Employee Announcements

There are no articles available.


GRCC Department Plans




Supervisor Backup Delegation




My Employees' Training Summ...




My Employees' Leave Balances



Performance Evaluation Status




Approvals




0


Budget Request



Space Request



Supervisor Forms



Budget Requests

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Budget Requests

Request ID	Fiscal Year	Description
136	2017-2018 Fiscal Year	

Choose which type:
 Annual due 3/1
 Midyear due 12/1

Midyear Budget Requests

New Window | Help | Personalize Page

Midyear Budget Request

NEW

*Fiscal Year Id *BCO

*General Description of Request *EBCO

Description of request

Budget Dollars Requested

*Frequency

Recurring/nonrecurring?

*Requested Amount

Amount

*Account Number

Account #

Request Justification

Mid-Year Budget Request Criteria:

1. External force mandates expenditure which cannot be met within the existing budget allocation (e.g. vendor price increase, new federal or state mandate, equipment break down, etc.)
2. Increased enrollment and/or other volume-related demand for departmental services that cannot be met for the remainder of the fiscal year within the existing budget allocation.
3. The delivery of current programs or services would be jeopardized without expenditure beyond the existing budget allocation (i.e. departmental budget has historically been overspent.)
4. New or revised information (including cost estimates) has become available and is necessary for proper consideration of a request NOT funded in the original budget adopted in June.

Justification

Based on historical spending and your projections for the current fiscal year, are funds available for re-allocation (i.e. budget transfer) from other budgets within the department or division?

254 characters remaining

If no additional funds are allocated, what would the impact be on the department's ability to provide learning and services to students, staff and/or the community?

Employees with Access to this Request

Personalize | Find | View All | First 1 of 1 Last

Empl ID	Name
1	BCO/EBCO

Save

General notes:

- The status field is not used and no workflow submission is needed to BCO/EBCO.
- As long as you have the correct EBCO listed in the request, the EBCO will automatically have the request to evaluate and approve/deny before bringing ELT for final approvals/denials.
- EBCOs should then communicate to BCO's regarding if requests were approved/denied.