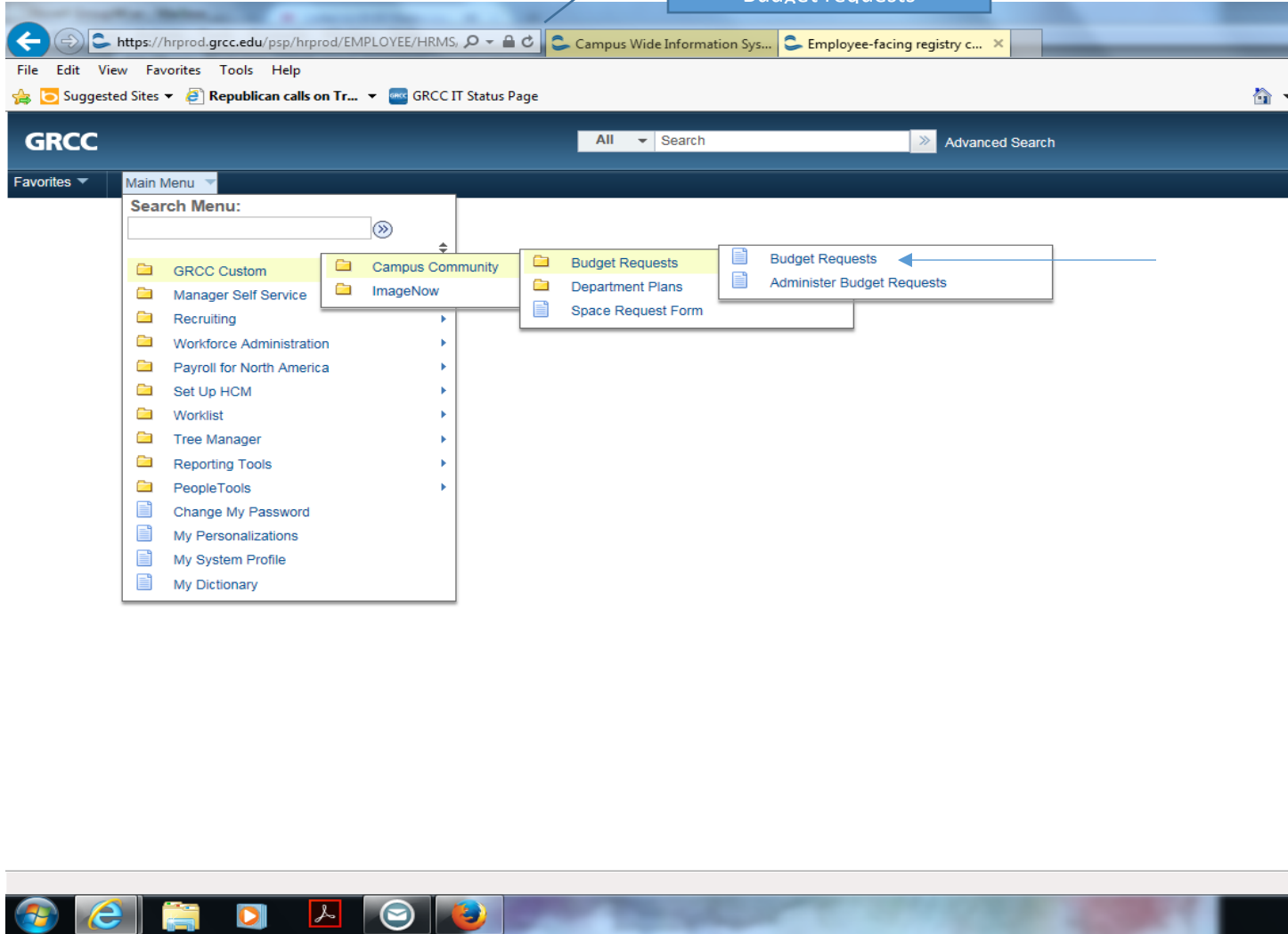*The following documents the online process for BCOs to make budget requests for New Year budgets. This process typically takes place in the spring – February/March.*

Budget Request Procedure

GRCC

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Yearly Budget Requests   Personalize | Find | 🔲 | 🔣   First ④ 1 of 1 ⑤ Last

	Request ID	Fiscal Year	Description	Status	Select
1					Select

Select All

Midyear Requests   Personalize | Find | 🔲 | 🔣   First ④ 1 of 1 ⑤ Last

	Request ID	Fiscal Year	Description	Status	Select
1					Select

Create Request   Create Midyear Request

Request for New budget year or Midyear

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GRCC Budget Request

Fiscal Year Id [2017-2018 Fiscal Year ▾]   BCO [_____] 🔍

Department [_____ ▾]   EBCO [_____] 🔍

Print Request

A. General Description of Request

[_____]

Budget Dollars Requested

Frequency [_____ ▾]

Requested Amount [_____] Enter Total Requested Amount

Position Flag [No ▾]

Account Number [_____]

Recurring or non-recurring

Account Number for Budget $

Request Justification

Request Justification

a. For requests specifically related to one of the three college "Ends":
1. Indicate the specific End (Student Success Pathways, Transfer Pathways, or Workforce Pathways)
2. Please briefly describe how it is related (e.g. provides funding for a specific College Action Project)
3. What would be the measurable outcome if you were to receive budget dollars for this activity? How would this be monitored and reported?
b. For requests not specifically related to an End, please indicate how the request meets one or more of the following criteria:
1. External force requires compliance (e.g., vendor increase, new state or federal mandate, mandatory equipment upgrade, etc.)
2. Increased enrollment or other factors have created demand for dpartmental services that cannot be met within the current budget.
3. Request is specifically related to a Departmental Action Project submitted

🔍 100% ▾

1:34 PM 3/17/2017

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Academic Program Review Action Item
4. Supports a College "value"

[_____]

c. If the scope of the request extends beyond one fiscal year, indicate projected timelines and expected funding requirements for future years.

[_____]

Employees with Access to this Request   Personalize | Find | View All | 🖻 | 🔢   First ◀ 1 of 1 ▶ Last

Empl ID	Name	
1 [_____] 🔍		➕ ➖

💾 Save

Complete request form and click "Save"

🔍 100% ▾

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