

Budget Priority Categories

All proposed expenditures should support the mission and also be classified into one of the following categories:

1. Mandated External: This category includes budget requests for costs that must be paid as a result of requirements imposed by an external entity. These costs will be paid even if the College does not allocate resources for them. (Example: an increase in utility rates)
2. Mandated Internal: This category includes budget requests for costs that must be paid as a result of requirements imposed internally by previous actions of the College. These costs will be paid even if the College does not allocate resources for them. (Example: custodial supplies for a new classroom building)
3. Safety: This category includes budget requests that address significant and specific safety issues. (Example: a fire proof cabinet for storage of flammable supplies)
4. Strategic Plan: This category includes budget requests for initiatives that align with the Strategic Plan. Identify the specific initiative the expenditure supports.
5. Internal Priority: This category includes budget requests for initiatives that have been identified as institutional priorities by the President and Executive Staff. If funding is not allocated in the budget process, it is likely that these initiatives will be postponed until resources become available.
6. Other: This category includes budget requests that are not assigned to other categories.