

Blue Ridge CTC
Faculty and Staff Budget Request
FY _____

Purpose: This form is used to facilitate communication between faculty, staff and management and to seek input in the budgeting process. Submission of this form to your Organization manager does not guarantee approval. Each Organization manager will determine which requests to include in their final budget request submission.

Instructions: Multiple items may be included for one Expenditure Type. For each item, the justification should include the following:

1. How does this request contribute to the College mission?
2. Is this request mandated by an external party? If so, provide details.
3. Include any calculations used to determine Estimated Cost.

Additional Expenditure Types may be added to the worksheet by inserting rows.

Organization Unit:
Organization Manager:
Requestor:

Expenditure Type/ Description	Estimated Cost	Justification/Explanation
Travel, Training & Development		
Professional Memberships		
Events		
Technology		
Software (annual license fees)		
Lab Supplies/Equipment		
Contractual Services		
Office Expenses		
Other		