

Requesting Department/Budget Manager \_\_\_\_\_

Funding

Year: \_\_\_\_\_

Description of request: \_\_\_\_\_

One time: \_\_\_\_\_

Total Amount Requested: \_\_\_\_\_

Recurring: \_\_\_\_\_

**Justification – based on evidence of need (for example: advisory committee recommendation, employers, alumni, assessment outcome or enrollment, usage data) or attach justification. List number of students effected.**

**A copy of your department/unit goals and objectives must be submitted. In addition, a description of how and when data will be collected to assess whether the requested budget item has helped to achieve strategic goal(s), learning outcome(s), program review recommendations, facilities’ plan(s), or health, safety, or regulatory requirement(s).**

Requestor will be contacted for presentation to Resource Allocation Committee if needed.

Scoring Area	TO BE FILLED OUT BY PERSON REQUESTING FUNDS Description/Alignment
<b>Alignment with Strategic Goals</b>	<p style="text-align: center;"><b>Please check all that apply</b></p> <input type="checkbox"/> Academic Program & Support <input type="checkbox"/> Campus Life <input type="checkbox"/> Institutional Culture <input type="checkbox"/> Operational Sustainability <input type="checkbox"/> Outreach @ Community Relations (10 point total)
<b>Alignment with Department/Unit Operational Plan Objectives</b>	Department/Unit Goals <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ (10 point total)
<b>Program Learning Outcomes</b>	List of PLO’s: <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ (10 point total)
<b>Academic Program Review or Audit</b>	<input type="checkbox"/> Identified areas of need based on program review or audit (10 point total) _____
<b>Alignment with ILO</b>	ILO’s your request supports: <input type="checkbox"/> Communication <input type="checkbox"/> Knowledge Management <input type="checkbox"/> Problem Solving <input type="checkbox"/> Ethics & Social Responsibility <input type="checkbox"/> Aesthetic Responsiveness (10 point total)
<b>Health, Safety, or Regulatory</b>	<input type="checkbox"/> Specific health, safety, or regulatory issue for course, program, department or institution (10 point total)