

CONCORD UNIVERSITY

REQUEST FOR AN INCREASE IN FUNDING

This form should be used to request temporary or permanent changes to a departmental operating budget. Please complete the form and obtain Department Head and Dean/Vice President signatures and return to the Controller's Office. Please note that increases for hiring new staff should be requested using a Justification to Hire Request Form. For questions, contact: EJ Cahill, Controller at lcahill@concord.edu or ext 6003.

Department Name: _____

Fund Number: _____ Org. No. _____ Account No. _____

Amount Requested: _____ Requested by _____

Priority: *Select the option that best fits the requested change*

DESIRABLE: This project will offer significant improvement, but is not time-sensitive and/or can be deferred without causing significant problems.

IMPORTANT: This project will greatly enhance the capabilities of the department to deliver quality services and will save the University money in the long run.

CRITICAL: A function vital to the mission of the University; which cannot continue providing critical services without funding this project.

Please provide an explanation of how the proposed increase will be spent, what the expected strategic benefits or outcomes are, and how these benefits/outcomes relate to the University's overall goals. If the request involves new personnel, please attach a copy of the "Justification to Hire Form" to this request.

Decription

Approved by:

Department Head _____ Date _____

Division Head/VP _____ Date _____

VP for Finance _____ Date _____

President _____ Date _____