

Lawson State

COMMUNITY COLLEGE

BUDGET REQUEST FORM
Fiscal Year 2008 - 2009

OK ✓

Birmingham Campus

<i>CODE</i>	<i>DESCRIPTION</i>	<i>Prior Year Budget</i>	<i>Request for Current Year</i>
601	Travel In-State		\$ 200.00
602	Travel Out-State		2,500. ⁰⁰
603	Freight		
604	Communication		
605	Postage (External Purchase)		\$ 100.00
606	Maintenance & Repair		
607	Service Contracts on Equipment	\$ 800.00	\$ 400.00
612	Copier Lease Expense		
617	Subscriptions		
618	Memberships		
619	Printing, Reproduction, & Binding (External)		
621	In-State Travel—Employee Taxable		
628	Other Professional Fees	\$ 250.00	\$ 100.00
639	Other Contractual Services	\$ 450.00	\$ 200.00
641	Materials and Supplies	\$ 250.00	\$ 500.00
642	Computer Software		
644	Internal Purchases (bookstore, copy center, postage)	\$ 250.00	\$ 300.00
645	Non-Capitalized Equipment (under \$5,000 include computers)	\$ 500.00	\$ 500.00
647	Hand Tools		
660	Purchases for Resale		
666	Grants, Awards and Prizes	\$ 200.00	\$ 200.00
667	Advertising & Promotions	\$ 750.00	\$ 600.00
701	Books		
702	Audiovisuals		
710	Furniture & Equipment		
TOTALS		\$ 3,450.00	\$ 3,100.00

Department ABR - Auto Body Repair

Budget Center Code 9010 Accounting Code 1-01-9010-XXX-00-0000

Budget Manager _____

Equipment Request Form

The *Department Budget request form* is used by faculty/staff to document anticipated needs for budget preparation.

- | | |
|------------------|--|
| Procedure | <ol style="list-style-type: none"> 1. Please, list below anticipated needs of special items for the new budget year and estimated cost. 2. Submit completed form to immediate supervisor for consideration in new budget. 3. Supervisors, please attach this form to budget request form and submit at Annual Budget Hearing. |
|------------------|--|

Department: AUTO BODY REPAIR

Quantity	Item Description	Estimated Cost
6	Dual action sanders	1000.00
1	8" Sander/ Polisher electric variable speed	500.00
1	Tool cage	750.00
2	10 ton porta power	400.00
1	4 ton porta power	200.00

Justification for request Equipment is old and worn out needs to be replaced _____

A detail justification should be attached for all items exceeding \$500.

Darryl De Owens Rowe
Employee Signature

4/21/2008
Date

Immediate Supervisor/Department Chair

Dean

Lawson State

COMMUNITY COLLEGE

OK ✓

BUDGET REQUEST FORM

Fiscal Year 2008 - 2009

Birmingham Campus Bessemer Campus Other _____

CODE	DESCRIPTION	Prior Year Budget	Request for Current Year
601	Travel In-State		\$ 1,000.00
602	Travel Out-State		\$ 2,000.00
603	Freight		
604	Communication		
605	Postage (External Purchase)		\$ 100.00
606	Maintenance & Repair		
607	Service Contracts on Equipment		
612	Copier Lease Expense		
617	Subscriptions		
618	Memberships		
619	Printing, Reproduction, & Binding (External)		\$ 300.00
621	In-State Travel—Employee Taxable		
628	Other Professional Fees		
639	Other Contractual Services		
641	Materials and Supplies		\$ 2,500.00
642	Computer Software		* \$ 10,000.00
644	Internal Purchases (bookstore, copy center, postage)		\$ 500.00
645	Non-Capitalized Equipment (under \$5,000 include computers)		
647	Hand Tools		
660	Purchases for Resale		
666	Grants, Awards and Prizes		\$ 100.00
667	Advertising & Promotions		\$ 150.00
701	Books		
702	Audiovisuals		
710	Furniture & Equipment		
	TOTALS		

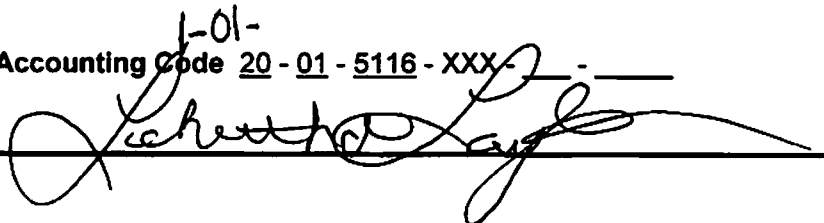
* Updated software is needed for our web design courses.

Department Computer Science - Business Tech. Division

Budget Center Code _____

Accounting Code 1-01- 20-01-5116-XXX-

Budget Manager Dr. Alice Milton



NURSING

OK ✓

Lawson State COMMUNITY COLLEGE

BUDGET REQUEST FORM


Fiscal Year 2008 - 2009

Birmingham Campus Bessemer Campus Other _____

CODE	DESCRIPTION	Prior Year Budget	Request for Current Year
601	Travel In-State	\$260.00	\$300.00 500.00
602	Travel Out-State		
603	Freight		
604	Communication		
605	Postage (External Purchase)		
606	Maintenance & Repair		
607	Service Contracts on Equipment	\$1600.00	\$2000.00
612	Copier Lease Expense		
617	Subscriptions		
618	Memberships	\$2265.00	\$2,500.00
619	Printing, Reproduction, & Binding (External)		
621	In-State Travel—Employee Taxable	\$45.00	\$100.00
628	Other Professional Fees		
639	Other Contractual Services	\$15000.00	\$2000.00
641	Materials and Supplies	\$1,000.00	\$1,200.00
642	Computer Software		
644	Internal Purchases (bookstore, copy center, postage)	\$1781.00	\$1800.00
645	Non-Capitalized Equipment (under \$5,000 include computers)		
647	Hand Tools		
660	Purchases for Resale		
666	Grants, Awards and Prizes		
667	Advertising & Promotions		
701	Books		
702	Audiovisuals		
710	Furniture & Equipment		
	TOTALS	\$21951.00	\$9900.00

Department Health Professions RN Nursing

Budget Center Code 01.1150 Accounting Code _____

Budget Manager Shelia P. Marable, DSN, RN 

AIR Condition

OK ✓

Lawson State COMMUNITY COLLEGE

BUDGET REQUEST FORM

Fiscal Year 2008 - 2009

 Birmingham Campus x Bessemer Campus Other

CODE	DESCRIPTION	Prior Year Budget	Request for Current Year
601	Travel In-State		\$ 400.00 200.00
ADD 602	Travel Out-State		100.00
603	Freight		
604	Communication		
605	Postage (External Purchase)		\$ -600.00
606	Maintenance & Repair		\$ 500.00 200.00
607	Service Contracts on Equipment		
612	Copier Lease Expense		
617	Subscriptions		\$ 250.00
618	Memberships		\$ 275.00
619	Printing, Reproduction, & Binding (External)		
621	In-State Travel—Employee Taxable		
628	Other Professional Fees		\$ 4,375.00 *
639	Other Contractual Services		
641	Materials and Supplies		\$ 500.00 500.00
642	Computer Software		\$ -10,000.00
644	Internal Purchases (bookstore, copy center, postage)		\$ 1,200.00
645	Non-Capitalized Equipment (under \$5,000 include computers)		
647	Hand Tools		\$ 300.00 500.00
660	Purchases for Resale		
666	Grants, Awards and Prizes		\$ 250.00
667	Advertising & Promotions		\$ 500.00
701	Books		\$ 1,200.00
702	Audiovisuals		\$ 1,500.00
710	Furniture & Equipment		\$ -2,700.00
	TOTALS		\$ 35,850.00
	ADJUSTED TOTALS		

Department ARC Jeff Sweatmon/Brian Moore/ Clay Harbour 1-01-9020-XXX-20
 Budget Center Code B Accounting Code - - - XXX - -
 Budget Manager

* Program Certification

Equipment Request Form

The *Department Budget request form* is used by faculty/staff to document anticipated needs for budget preparation.

Procedure

1. Please, list below anticipated needs of special items for the new budget year and estimated cost.
2. Submit completed form to immediate supervisor for consideration in new budget.
3. Supervisors, please attach this form to budget request form and submit at Annual Budget Hearing.

Department: HVACR

Quantity	Item Description	Estimated Cost
8	Computer and monitors	\$8,000.00
1	Lap top computer	\$2,000.00
3	1 ½ ton split heat pump variable speed	\$11,000.00
1	6x8 walk-in- freezer	\$10,000.00
1	Double door reach-in freezer 40cu/ft	\$2,200.00

Justification for request _____
Training Equipment, office equipment, instructional equipment.

A detail justification should be attached for all items exceeding \$500.

Jeff Sweatmon / Brian Moore / Clay Harbour

 Employee Signature



Immediate Supervisor/Department Chair

4/18/2008

 Date

Dean

Lawson State

COMMUNITY COLLEGE

BUDGET REQUEST FORM Fiscal Year 2008- 2009

OK ✓

Birmingham Campus
 Bessemer Campus
 Other _____

CODE	DESCRIPTION	Prior Year Budget	Request for Current Year
601	Travel In-State	\$ 200.00	\$ 200.00
602	Travel Out-State		\$ -
603	Freight		
604	Communication	\$ 6,000.00	\$ 6,000.00
605	Postage (External Purchase)		
606	Maintenance & Repair		
607	Service Contracts on Equipment	\$ 2,500.00	\$ 1,000.00
612	Copier Lease Expense		
613	Rental - Equipment	\$ 48,000.00	\$ 48,000.00
616	Insurance and Bonding		\$ -
617	Subscriptions		
618	Memberships		\$ -
619	Printing, Reproduction, & Binding (External)		
621	In-State Travel—Employee Taxable		
628	Other Professional Fees		
639	Other Contractual Services		
641	Materials and Supplies	\$ 1,990.00	\$ 2,250.00
642	Computer Software		
644	Internal Purchases (bookstore, copy center, postage)	\$ 900.00	\$ 900.00
645	Non-Capitalized Equipment (under \$5,000 include computers)		
663	Investment Transaction	\$ 200.00	\$ 200.00
692	Institutional Use/Bess	\$ 8,000.00	\$ 8,000.00
696	Bess Student Medical Insur	\$ 14,990.00	\$ 15,000.00
698	Bank Service Charges	\$ 20.00	\$ 120.00
701	Books		
702	Audiovisuals		
710	Furniture & Equipment		
TOTALS			
ADJUSTED TOTALS		\$ 82,800.00	\$ 81,670.00

Department FISCAL MANAGEMENT BESSEMER

Budget Center Code BFIS Accounting Code 1-06-2000-XXX-20-0000-0000

Budget Manager *Janet K. Turner*