

# Lawson State

COMMUNITY COLLEGE

## BUDGET REQUEST FORM

Fiscal Year \_\_\_\_\_ - \_\_\_\_\_

Birmingham Campus   
  Bessemer Campus   
  Other \_\_\_\_\_

<i>CODE</i>	<i>DESCRIPTION</i>	<i>Prior Year Budget</i>	<i>Request for Current Year</i>
601	Travel In-State		
602	Travel Out-State		
603	Freight		
604	Communication		
605	Postage (External Purchase)		
606	Maintenance & Repair		
607	Service Contracts on Equipment		
612	Copier Lease Expense		
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		
642	Computer Software		
644	Internal Purchases (bookstore, copy center, postage)		
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		
	<b>TOTALS</b>		
	<b>ADJUSTED TOTALS</b>		

Department _____	
Budget Center Code _____	Accounting Code ____ - ____ - ____ - XXX - ____ - ____
Budget Manager _____	