



Equipment Request Form

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

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| 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: _____

Quantity	Item Description	Estimated Cost

Justification for request _____

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

Employee Signature

Date

Immediate Supervisor/Department Chair

Dean