

Unit Plan: Supplies & Services Requests [Acct. Category 4000 and 5000]

Unit:
 Division or Area to Which You Report: Applied Technology, Automotive
 Name of Person Completing this Form: JimBaum
 Date: 3/12/08

Audience: Budget, Deans
Purpose: To be read and responded to by Budget Committee during the Fall Semester.
Please note: this form is for budget items such as maintenance requests, equipment, supplies, Contractual Services, etc.

*Instructions: Please fill in the following as needed. Text boxes will expand as you type. If necessary, feel free to continue your list onto a second page by adding additional rows. Budget Item Descriptions should include estimates of the per unit cost as shown in the example below. **If you have questions about estimated cost and/or the criteria of each of the funding sources, please consult your dean or a Budget Committee member.***

Organization: 25130 Automotive Technology
 Org. Number Department/Program

Budget Item Description	Funding Source				Total Cost (\$)
	General Fund (X)	CTE* (X)	Bond (X)	Instruc. Block Grant (X)	
This department needs to move on-going costs to general fund	\$31,000				

* Career Technical Education