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

Unit: Business

Division or Area to Which You Report: Applied Technology & Business

Name of Person Completing this Form: Jan Novak & Dmitriy Kalyagin

Date: March 11, 2008

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: 25110 (Org. Number) 050000 (Department/Program)

Budget Item Description	Funding Source				Total Cost ($)
	General Fund (X)	CTE* (X)	Bond (X)	Instruc. Block Grant (X)	
Instructional videos for business courses: 5 @ $200 each		X			$1,000

* Career Technical Education