

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

**Unit:** Computer Application Systems  
**Division or Area to Which You Report:** Applied Technology and Business  
**Name of Person Completing this Form:** Wayne Phillips  
**Date:** March, 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:** \_\_\_\_\_ CAS \_\_\_\_\_  
 Org. Number Department/Program

Budget Item Description	Funding Source				Total Cost (\$)
	General Fund (X)	CTE* (X)	Bond (X)	Instruc. Block Grant (X)	
4 LCD bulbs (Consumable) – 4 @ \$250	X				\$1,000
Printer paper and toner	X				\$1,000
Computer networking cabling/connectors/hardware		X			\$400
Office supplies	X				\$500
Refreshments/catering for advisory board meetings	X				\$250
Cisco CCNA regional academy fee / instructor training	X				\$800

\* Career Technical Education