

Budget Enhancement Proposal Request

New Recurring and/or New Non-Recurring

Request for 20__ - __

Date Submitted: _____

Budget Unit Title: _____

Index Number: To be determined after Approval

Budget Unit Head: _____

Proposal Statement/Title: _____

Expenditure	New Recurring Request	New Non-Recurring Request	Total Request
Personal Services:			
Salaries			
Other Compensation			
Related Benefits			
Total Personal Services			
Support Costs:			
Travel			
Operating Services			
Supplies			
Professional Services			
Other Charges			
Capital Outlay			
Total Support Costs			
Total Request			

Justification - How the Proposal Supports the Strategic Plan

(Include attachments and additional sheets as needed)

Strategic Focus Area Code(s):

Strategic Plan:

Proposal Narrative:

Questions/Concerns:

Approved By: _____
Approving Agent's Signature Date