



**Budget Office
Form to Request Additional Funds – Fiscal Year 2025**

Section 1: Department Information

- 1. Department/Index:
- 2. Request Type: Personnel Services Non-Personnel Services
 If personnel, choose type: Faculty Faculty Administrator Classified Hourly
- 3. Fund Type: E&G Auxiliary
- 4. Is this request one of the following: Emergency Mandate New Initiative
- 5. Did you request this initiative last year? _____
- 6. Are you currently receiving Title III Funding? _____

Section 2: Amount Requested and Justification

- 1. Amount Requested: _____ One time or Ongoing?
- 2. Strategic Priority:
- 3. Justification:

Section 3: Approvals

Prepared by
 Print Name _____ Signature _____

Account Manager
 Print Name _____ Signature _____

Dean or Director
 Print Name _____ Signature _____

Vice President
 Print Name _____ Signature _____