**VP Extraordinary Requests 2019 – Summary**

**Priority Description (from #1 on VP Extraordinary Template) Amount**

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**Extraordinary Budget Request Template 2019**

Use this document when **at least one** of the following conditions exists:

* The initiative will add FTE’s
* A new program or initiative is being developed
* An existing program or initiative is being expanded
* Planned budget growth is significantly less than expected need
* Request cannot be covered by re-purposing current funds

**1. VP Request Description (one sentence): Priority #\_\_\_\_\_**

**2. Additional Request detail**

|  |
| --- |
|  |

**3. If request can be funded in full or in part from existing funds, please identify the source below:**

|  |
| --- |
|   |

 **4. Provide PeopleSoft chartstring detail for this request (add lines as needed)**

 **For new position requests, please include Fringe @ 38% as a separate entry –**

 **chartstring not required for Fringe entries**

|  |  |  |
| --- | --- | --- |
| **Description** | **Chartstring** | **Amount** |
| e.g. Student Salaries | 022501-100-10000-00000-601-00000-53110 | $3,000 |
|  |  |  |
|  |  |  |
|  |  |  |

**5. If applicable, please attach supporting financial detail for this request.**

**Submitted By/Contact Person:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number