PALO ALTO COLLEGE
Funding Request Process Instructions

Instructions:

1) Prior to requesting institutional funds, contact the budget office at extension X3942. Employee requests may be covered by one of PAC's grants. Inquire about requesting funds through current PAC grants to receive more details. The Budget office will send you information about each of the grants and the Grant Project Directors' contact details.

2) If current grants do not fully cover expenses, or partially cover them, follow the instructions below before submitting a "Funding Request Form" (page three):

   a. Discuss purpose of funding request with Chair and/or Director. This can be done through e-mail, a memo, or by meeting.

   b. Submit the "Funding Request Form" (page three) to the department's budget manager to determine availability of funds.

   c. If no funds are available, the budget manager must submit the form to the area's dean or director.

   d. If dean or director are unable to fund the request, the request will be to forwarded to the division's vice president.

   e. If vice president does not have sufficient funds to fully or partially fund the request, documentation will be forwarded to the office of the vice president of College Services for further processing.

3) The office of the vice president of College Services will forward all documents to the budget office for review.

   a. The budget office will run a budget availability report for the division requesting additional funds, by department, and attach it to the documents that will be forwarded to the president's office for final approval.

   b. The president will approve or deny the request depending on the division's available budget and further discussion(s) with vice presidents, if needed.

   c. If approved or denied, the documentation will be sent to the budget office for record keeping.

   d. Department that submitted the request will receive a notification from the budget office about the final decision.

Page two of this document contains a checklist of documentation that must be attached to the Funding Request Form.

PALO ALTO COLLEGE
Funding Request Process Checklist

Checklist:

1) Required Documentation
   - ☐ Memo describing the purpose of the request
   - ☐ Completed "Funding Request Form"
   - ☐ If request is for professional development, attach event's agenda and benefits

2) Optional Documentation
   - ☐ Quotes(s) or Invoice(s); per purchasing department guidelines
   - ☐ Event Refreshment Request Form(s); only for food items and/or catering
   - ☐ Travel Authorization form(s)
   - ☐ Approved P-Card Modification Form, if single and/or monthly limit will need to be increased
   - ☐ If paying with a P-Card, read the "Restricted Items List." Items on this list may not be purchased with a P-Card and must be processed through a Banner requisition or direct pay

3) Attach the memo on top of all documentation, followed by the "Terms of Agreement," "Funding Request Form, and then the rest of the supporting documentation

4) Submit your documents to your Chair or Budget Manager for further processing

5) Once the Budget Office receives the final documentation with the decision made by the President, the department will receive an e-mail from the Budget Officer with status of the funding request. The e-mail will go out to the Project Manager, Chair, Dean or Director, and the Vice President

PALO ALTO COLLEGE

FUNDING REQUEST TERMS OF AGREEMENT

Palo Alto College's (PAC) budget development process, in allocating funds to departments, must focus on strategies that improve student success and efficiencies that guarantee long-term financial stability. The Funding Request process increases communication between administrators, the budget office, budget managers, and departments in regards to current fiscal year budget needs. Including, but not limited to: new projects, professional development, and to cover unexpected expenses.

As part of PAC's allocation process, units must request funds for basic operating needs, reoccurring annual expenses, professional development, planned projects, expected program growth, etc. in order to minimize the amount of unexpected expenses. Continuous improvement of intradepartmental communication increases employee performance by allowing them to request professional development, and overall, it creates greater organizational efficiency and effectiveness by supporting our strategic objectives. Budget managers' engagement in this process assures new activity and funding requests meet these objectives.

Please read carefully the following terms of agreement for budget managers signing and approving the Funding Request Form.

Budget manager understands and accepts the following terms of agreement for this process:

_____
Initials

a) Reviewed Banner budget accounts and have determined department(s) cannot fully fund, or partially fund, expense(s).

_____
Initials

b) Department's administrative support will consult with the Alamo Colleges' Purchasing department, to obtain quotes, vendor information, etc. for purchases and obtain the best value for the college. Travel quotes for professional development must be obtained.

_____
Initials

c) Estimate(s)/quote(s) are within the appropriate amount as suggested by the Alamo Colleges' purchasing department.

_____
Initials

d) Understands that if the initial funding request amount is adjusted, department will fund remaining expense(s).

_____
Initials

e) Commitment(s) for this project/expense(s), in the form of purchase orders and direct pays, will NOT roll-over into next fiscal year. In the event this occurs, the department accepts the responsibility of paying for the project/expense(s) from the departments current fiscal year budget(s).

_____
Initials

f) Project will begin and be complete within the Alamo Colleges current fiscal year (Sep. 1 - Aug. 31).

PALO ALTO COLLEGE

FUNDING REQUEST FORM

(current year supplemental funding)

ACCOUNT INFORMATION

Date of Request: _____

Department: _____

Account #: _____
                    FOAP

DEPARTMENT'S BUDGET MANAGER INFORMATION

Employee to Contact: _____

E-Mail ✉: _____

Office ☎: _____

BUDGET OFFICE CHECKLIST

[ ] Notify department through e-mail
[ ] Transfer funds into appropriate account(s)

[ ] Document Number: _____

[ ] Date Processed: _____

APPROVAL ROUTE

1) Forwarded to division's Chair or Budget Manager   Date: _____

2) Forwarded to division's Dean or Director   Date: _____

3) Forwarded to division's Vice President's Office   Date: _____

4) Forwarded to office of the Vice President of College Services
   (Deliver to Budget Office EO136 or EO138)   Date: _____

5) Forwarded to the office of the President   Date: _____

6) Date Budget Office received from the office of the President: Date: _____

7) Notification to department via -mail sent on: Date: _____

NOTES/COMMENTS:

_____

_____

_____

_____

DATE PRICE AQUIRED	VENDOR NAME	EXPENSE DESCRIPTION (Include shipping)	QTY	UNIT PRICE (Round to nearest $1)	TOTAL AMOUNT (Round to nearest $1)
				$	$

TOTAL OF FUNDING REQUEST: $ _____

SECTION FOR PALO ALTO COLLEGE'S BUDGET DEPARTMENT ONLY

(if applicable, see notes/comment section) **BUDGET OFFICE ADJUSTMENTS:** $ _____

_____
COLLEGE BUDGET OFFICER   DATE
REVIEW

ADJUSTED FUNDING REQUEST AMOUNT APPROVED: $ _____

APPROVAL SIGNATURES

DEPT. BUDGET MANAGER: _____
(Read terms on page 1)   PRINTED NAME   SIGNATURE   DATE

DEAN OR DIRECTOR: _____
                    PRINTED NAME   SIGNATURE   DATE

VICE PRESIDENT: _____
                    PRINTED NAME   SIGNATURE   DATE

COLLEGE PRESIDENT: _____
                    PRINTED NAME   SIGNATURE   DATE