

# NMHU Strategic Planning Budget Request Template

Date Due:

October 21, 2016

<b>Department Name:</b>	
<b>Date:</b>	
<b>Main Contact Name:</b>	
<b>Main Contact Email:</b>	

SUGGESTED BUDGET CATEGORIES		Request(s)	Dept. Priority	Strategic Goal(s)	Unit Goal(s)	One-time / Recurring	Annual Review	Outcome	JUSTIFICATION / COMMENTS / NARRATIVE
1	Personnel Expenses (New, Modification, etc.)								
	Ex: Recruiter	\$ 35,000		1, 2	1, 4	Recurring	Met		
		\$ -							
		\$ -							
		\$ -							

<b>Subtotal for Personnel Requests</b>		<b>\$ 35,000</b>							
<b>Subtotal for Fringe Benefits*</b>		<b>\$ 12,250.00</b>	<i>*Fringe Benefits will be calculated at 35%</i>						
<b>Subtotal: Personnel Expenses</b>		<b>\$ 47,250.00</b>							

2	General and Administrative (G&A) Expenses	Request(s)	Dept. Priority	Strategic Goal(s)	Unit Goal(s)	One-time / Recurring	Annual Review	Outcome	JUSTIFICATION / COMMENTS / NARRATIVE
	Professional Services	\$ -							
	Supplies	\$ -							
	Equipment	\$ -							
	Office Improvements	\$ -							
	Travel	\$ -							
	Professional Services Development	\$ -							
	Other	\$ -							
	Other	\$ -							

<b>Subtotal: G&amp;A Expenses</b>		<b>\$ -</b>							
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<b>Total</b>		<b>\$ 47,250.00</b>
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