

NMHU Strategic Planning Budget Request Template for FY2019

Date Due:

October 6, 2017

Department Name: **Conferences**

FOAPAL 12604-32300-200

Main Contact Name: **Margaret Apodaca**

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DATE

1/17/2018

Personnel (Labor) Expenses (New, Modification, etc.)	Request(s)	Dept. Priority	Strategic Goal(s)	Unit Goal(s)	One-time / Recurring	Annual Review	Outcome	JUSTIFICATION / COMMENTS / NARRATIVE
	\$ -							
	\$ -							
	\$ -							

Subtotal for Personnel Requests \$ -

Subtotal for Fringe Benefits* \$ -

**Fringe Benefits will be calculated at 35%*

Subtotal: Personnel Expenses \$ -

General and Administrative (G&A) Expenses (New, Modifications, etc)	Request(s)						
Professional Services	\$ -						
Supplies	\$ -						
Equipment	\$ 38,000.00		3, 4	1,3,4,	One-time		To purchase tables and chairs for campus/community events.
Office Improvements	\$ -						
Travel							
Professional Services Development	\$ -						
Other	\$ -						
Other	\$ -						

Subtotal: G&A Expenses \$ 38,000.00

Total \$ 38,000.00