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| --- | --- | --- | --- | --- | --- |
| **Budget Request Form** | | | | | |
| **Project Name:** | | | **Fiscal Year:** | | |
| **Project Contact:** | | | | | |
|  | Current Request  Amount  ($) | Description | Matching Fund Amount  ($) | Description | | |
| ***Salaries, Wages, & Benefits*** | | | | | | |
| Exempt Staff |  |  |  |  | | |
| Faculty |  |  |  |  | | |
| Classified Staff |  |  |  |  | | |
| Students |  |  |  |  | | |
| Student Work Study |  |  |  |  | | |
| Employee Benefits |  |  |  |  | | |
| Personal Services |  |  |  |  | | |
| ***Goods & Services*** | | | | | | |
| Supplies & Materials |  |  |  |  | | |
| Communications |  |  |  |  | | |
| Rentals & Leases |  |  |  |  | | |
| Repairs/Alterations/Maint. |  |  |  |  | | |
| Printing/Reproduction |  |  |  |  | | |
| Professional Development |  |  |  |  | | |
| Subscriptions |  |  |  |  | | |
| Insurance |  |  |  |  | | |
| Purchased Services |  |  |  |  | | |
| Other (Miscellaneous) |  |  |  |  | | |
| ***Travel*** |  |  |  |  | | |
| Carbon Offset |  |  |  |  | | |
| ***Capital Outlays*** | | | | | | |
| Furniture, Equipment |  |  |  |  | | |
| Hardware/Software (describe) |  |  |  |  | | |
| ***Client Services*** |  |  |  |  | | |
| ***Other*** (describe) |  |  |  |  |