

NAME OF REQUESTING DEPARTMENT: _____

JUSTIFICATION FOR REQUEST - MANDATORY SECTION

Please describe the request in detail, explain the justification for the request, describe what this request will accomplish if funded and specifically describe how this request aligns with Board policy; the College's vision, mission, goals, and institutional objectives; the Educational Master Plan; the Facilities Master Plan; the Technology Master Plan; District Initiatives; State and/or Federal mandates; the department's program review, health and safety concerns, grant agreements and/or accreditation standards. Please attach documentation supporting your justification (i.e. If the request aligns with Educational Master Plan objective #12, please describe how and include a copy of objective #12. If the request is due to an increase in a contract that had not been previously budgeted, include the pertinent section of the contract showing the year to year increase) . Please attach additional page(s) if you need more space. Requests without proper supporting documentation and linkage to a District planning document will be returned to the requestor.

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OTHER RELEVANT INFORMATION

List other relevant information not stated above.

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