

GAVILAN



COLLEGE

Unit Plan Budget Request Form

FY 2007-08	FY 2008-09	FY 2009-10	Program Review Year	1	2	3
Department:			Date:			
Requestor's Name:			Requestor's Dept.			

Required Signatures:	
Supervisor's Signature:	Area VP Signature:
Comment:	Comment:

(A) Non-Personnel Request			
Item No:		Priority Level:	High Medium Low
Is this Request a Result of Program Review?	Yes No		
Unit Plan Goal: List Related Strategies from Strategic Plan 2007-2012. (Attach Unit Plan) :			
Expected Outcome:			
Specific Measurements to be Used in Evaluation:			
Source of Funding: General Fund / Program Categorical Funding Program: Which one?			
Are other funding sources available to support this request? Yes No			
If "yes" where?			

Specific Item(s) Needed	Resource(s) Being Requested (Brief Description):	Amount Requested
		\$ 0.00
		0.00
		0.00
		0.00
		0.00
		0.00
Total Amount Requested:		\$ 0.00

(B) Personnel Request

Item No:		Priority Level:	High	Medium	Low
Is this Request a Result of Program Review?	Yes No				
Unit Plan Goal: List Related Strategies from Strategic Plan 2007-2012. (Attach Unit Plan) :					
Expected Outcome:					
Specific Measurements to be Used in Evaluation:					

Source of Funding: General Fund / Program	Categorical Funding Program: Which one?
Are other funding sources available to support this request?	Yes No
If "yes" where?	

Job Classification	i.e. Office Assistant, Program Services Specialist	Classification:	
Does this position already exist at the district?	Is this a new classification? If so, you will need to provide enough information so that a classification study can be completed.	Yes No	
Duration	Number of days, months per year.	Academic year 10-month 11-month 12-month Other	
Full Time Equivalent (FTE)		25% 50% 75% 100%	
Program Number	What specific department/project will this position be charged to	Program No:	

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To Be Completed by Human Resource Department

Salary	Track placement. Identify Salary Schedule	\$ 0.00	Track	Schedule
Burdens		\$ 0.00		
Benefits		\$ 0.00		
Total Amount Requested	Add salary, burdens, and benefits	\$ 0.00		