

Nashua Community College – Fiscal Year 2021 (July 1, 2020 – June 30, 2021)
Operating (non-grant) Budget Request Form

Enter your Department Name and Banner Org below.

Only one Fund/lyyyacco

Be sure to save your file when you are complete and include your ORG code at the beginning of the above filename.

Submit this request to your division President, Vice President or Associate VP and Chief Accounting Officer for review by the due date. All requests are subject to availability and institutional priorities.

Totals:

7200

Food and Catering

Level Service or Maintenance Budget			
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Total:

Improvement or Investment Budget			
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Total:

7300

Rents / Leases

Use Budget Line Items sheet to determine what should be covered under this account.

Level Service or Maintenance Budget			

Total:

Improvement or Investment Budget			

Total:



7600

Organizational Dues

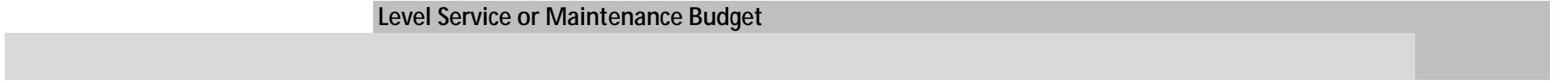
Level Service or Maintenance Budget			

Total:

Improvement or Investment Budget			

Total:

Level Service or Maintenance Budget



7D20

Contractual Maintenance

Examples: Repairs for Buildings and Grounds, long form contract must be done for services over \$25,000. Specific insurance is required and the current requirements can be provided by the CFO.

Level Service or Maintenance Budget			
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Total:

Improvement or Investment Budget			
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Total:

7F50

Professional Development

Examples: Tuition, Workshops, and Conference costs to register. Associated travel is calculated elsewhere. **IMPORTANT - Before submitting, you must ensure that ALL of your eligible full-time departmental employees have been presented with the request forms and had time to submit to you.**

Level Service or Maintenance Budget			

Total:

Improvement or Investment Budget			

Total:

7M00

Marketing Expenses

Level Service or Maintenance Budget

Total:

Improvement or Investment Budget

Total:

6200

Adjunct Personnel, Tutors, Agreements for Additional Ed Services

Adjunct Personnel, Tutors, Agreements for Additional Ed Services (employees only, not outside consultants)

Level Service or Maintenance Budget			

Total:

Improvement or Investment Budget			

Total:

7400

Utilities

Level Service or Maintenance Budget			
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Total:

Improvement or Investment Budget			
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Total:

