

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

**Instructions:**

**Enter your Department Name and Banner Org below.** This information can be found on your Budget Status Report. Only one Fund/Org allowed per form. At the bottom of this Excel Worksheet, you will find tabs for the different Banner Accounts that funds are being requested. Fill out the form on each applicable sheet. The totals will automatically calculate on each page and will also report to the "Main" sheet Summary section. If printing this document, be sure to select "Print Workbook" to print all of the pages, or if you only have a few account sheets filled out, please print them individually. **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.**

Department:

**Industry and Transportation**

Fund:

**171100**

Org:

**17HDA**

SUMMARY				Office Use Only	
Banner Account (Type)	Category	Level Funding	Improvement Funding	Approved Level Funding	Approved Improv. Funding
7100 (71)	Consumables	\$18,000	\$0	\$0	\$0
7200 (72)	Food and Catering	\$500	\$0	\$0	\$0
7300 (73)	Rents and Lease	\$0	\$0	\$0	\$0
7400 (74)	Utilities	\$0	\$0	\$0	\$0
7500 (75)	Maintenance - Non Building	\$1,000	\$0	\$0	\$0
7600 (76)	Organizational Dues	\$1,000	\$0	\$0	\$0
7800 (78)	Equipment	\$0	\$0	\$0	\$0
7C00 (7C)	Consultants	\$0	\$0	\$0	\$0
7D20 (7N)	Contractual Maintenance	\$0	\$0	\$0	\$0
6200 (62)	Adjunct, Tutors, AAES	\$0	\$0	\$0	\$0
7F50 (7K)	Professional Development	\$0	\$0	\$0	\$0
7F00 (7F)	All Travel Expenses	\$7,000	\$0	\$0	\$0
7M00 (7M)	Marketing Expenses	\$1,000	\$0	\$0	\$0
<b>Totals:</b>		\$28,500	\$0	\$0	\$0



Banner Account Code: **7200** Category: **Food and Catering**

**Level Service or Maintenance Budget**

Items:	Justification	Cost:	Office Use Only Approved Amount
Meeting Food	Advisory meeting snacks and drinks, mlsc.	\$500	

**Total:** \$500 \$0

**Improvement or Investment Budget**

Items:	Justification	Cost:	Office Use Only Approved Amount

**Total:** \$0 \$0

Banner Account Code: **7300** Category: **Rents / Leases**

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

**Level Service or Maintenance Budget**

Items:	Justification	Cost:	Office Use Only Approved Amount
<b>Total:</b>		\$0	\$0

**Improvement or Investment Budget**

Items:	Justification	Cost:	Office Use Only Approved Amount
<b>Total:</b>		\$0	\$0

Banner Account Code: **7500** Category: **Maintenance - Non Building**

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

<b>Level Service or Maintenance Budget</b>			Office Use Only
Items:	Justification	Cost:	Approved Amount
inspections	Lift inspections	\$1,000	
		<b>Total:</b>	\$1,000
			\$0

<b>Improvement or Investment Budget</b>			Office Use Only
Items:	Justification	Cost:	Approved Amount
		<b>Total:</b>	\$0
			\$0

Banner Account Code: **7600** Category: **Organizational Dues**

Examples: Memberships, Accreditations (Accreditations are tied to the departmental budgets)

<b>Level Service or Maintenance Budget</b>			Office Use Only
Items:	Justification	Cost:	Approved Amount
memberships	Mitchell, Alldata, Misc.	\$1,000	
		<b>Total:</b>	\$1,000
			\$0

<b>Improvement or Investment Budget</b>			Office Use Only
Items:	Justification	Cost:	Approved Amount
		<b>Total:</b>	\$0
			\$0

Banner Account Code: **7C00** Category: **Consultants**

Examples: Agreements for Educational Services for non employee instruction, short form contracts for other consulting (legal, medical, engineering, entertainers, coaches, referees, athletic trainers).

**Level Service or Maintenance Budget**

			Office Use Only
Items:	Justification	Cost:	Approved Amount

**Total:** \$0 \$0

**Improvement or Investment Budget**

			Office Use Only
Items:	Justification	Cost:	Approved Amount

**Total:** \$0 \$0

Banner Account Code: **7D20** Category: **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			Office Use Only
Items:	Justification	Cost:	Approved Amount
		<b>Total:</b>	\$0 \$0

Improvement or Investment Budget			Office Use Only
Items:	Justification	Cost:	Approved Amount
		<b>Total:</b>	\$0 \$0



Banner Account Code: **7F50** Category: **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**

			Office Use Only
Items:	Justification	Cost:	Approved Amount
<b>Total:</b>			\$0

\$0 \$0

**Improvement or Investment Budget**

			Office Use Only
Items:	Justification	Cost:	Approved Amount
<b>Total:</b>			\$0

\$0 \$0

Banner Account Code: 7F Category: Travel Expenses

Examples: Registration fees for college fairs, mileage, meals, lodging; Gas for State Cars

Level Service or Maintenance Budget

Items:	Justification	Cost:	Office Use Only
			Approved Amount
Training	Yearly required training travel (3 instructors)(Perkins)	\$4,000	
Conference	Yearly required conference travel (Perkins)	\$3,000	

Total: \$7,000 \$0

Improvement or Investment Budget

Items:	Justification	Cost:	Office Use Only
			Approved Amount

Total: \$0 \$0

Banner Account Code: **7M00** Category:**Marketing Expenses**

**Level Service or Maintenance Budget**

			Office Use Only
Items:	Justification	Cost:	Approved Amount
Marketing	brochures, advertising, etc.	\$1,000	

**Total:** \$1,000 \$0

**Improvement or Investment Budget**

			Office Use Only
Items:	Justification	Cost:	Approved Amount

**Total:** \$0 \$0

Banner Account Code: **6200** Category: **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			Office Use Only
Items:	Justification	Cost:	Approved Amount
<b>Total:</b>		\$0	\$0

Improvement or Investment Budget			Office Use Only
Items:	Justification	Cost:	Approved Amount
<b>Total:</b>		\$0	\$0

Banner Account Code: **7400** Category: **Utilities**

Examples: Water, Sewer, Electric, Natural Gas, Fuel Oil

**Level Service or Maintenance Budget**

Items:	Justification	Cost:	Office Use Only Approved Amount

**Total:** \$0 \$0

**Improvement or Investment Budget**

Items:	Justification	Cost:	Office Use Only Approved Amount

**Total:** \$0 \$0

Banner Account Code: **7800** Category: **Equipment any one item \$5,000 or over**

Level Service or Maintenance Budget			Office Use Only
Items:	Justification	Cost:	Approved Amount
		<b>Total:</b>	\$0

Improvement or Investment Budget			Office Use Only
Items:	Justification	Cost:	Approved Amount
		<b>Total:</b>	\$0