

**PALO ALTO COLLEGE
COLLEGE PROCEDURE**

Procedure Number: B 3.0
Procedure Title: Funding Request
Relevant Board Policy: [C.1.4 Budget Policy](#)
Originating Unit: Campus Budget Office
Maintenance Unit: Vice President of College Services

- I. Purpose: To outline a procedure for requesting additional funding from PAC's active grants or institutional funds for special projects or for other expenses which were not included in the approved budget for the current fiscal year.

II. Procedure Statement:

When a division or department expects to incur expenses that would exceed the approved, budgeted dollars, a Funding Request Form must be submitted for approval.

- A. Before requesting additional funds from grants or institutional funds, the division or department must first contact the chair, director, dean, and vice president to discuss request for funding. This can be done through an e-mail, memo, or by meeting.
- B. Grant funding sources must be considered first before submitting a funding request through administration for institutional funds. Contact the College Budget Office for a list of grants available and the contact information for each of the grant's project managers.
- C. Once grant sources have been explored and it has been determined that the expense or project cannot be funded through any of PAC's grants, the Funding Request process can be initiated.
- D. First, submit the required Funding Request Form and a memo, explaining the request, through the division's approval hierarchy. Budget managers, including deans and vice presidents, must review budgets to determine availability of funds in the division to fund request.
- E. If the funding request cannot be fully met through the budget manager's, chair's or director's/chair's, dean's or VP's budgets, the Funding Request Form, with all additional documents, should be submitted to the office of the Vice President of College Services.
- F. Once form is approved by all required parties, the form attached with all additional documents must be submitted to the office of the Vice President of College Services for final processing and submission to the Office of the President.
- G. If funding has been approved, the department will receive notification through e-mail from the College Budget Office, which will include notice that the fund transfer has been completed.
- H. If funding has been denied, or if it will only be funded partially, the College Budget Office will notify the department through e-mail and will provide a copy of the Funding Request Form submitted.
- I. The College Budget Office will keep digital records of all Funding Request Forms by fiscal year, department, and request type.

Attachment:

Funding Request Memo Template
Funding Request Form

Date Created: March 25, 2015

Date Updated/ Approved: March 3, 2020

Approved: (signed: Katherine Doss)

Interim Vice President of College Services

Approved: (signed: Dr. Robert Garza)

President