

***FISCAL YEAR 2002-2003
GENERAL OPERATING FUND
BUDGET MANUAL***



Laredo Community College
An Equal Opportunity Institution • West End Washington Street • Laredo, TX 78040-4395

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**BUDGET CALENDAR
GENERAL OPERATING FUND
CARL PERKINS GRANT (*in bold italics*)
FISCAL YEAR 2003**

DATE	ACTIVITY
March 5	<i>Perkins Bidder's Conference DLG 101, 1:30 -3:00 p.m.</i>
March 6	Budget Manual and Request Forms are distributed to all Budget Manager.
March 6 - March 29	Budget Managers meet with department personnel and prepare Budget Requests and Personnel Reclassification Requests.
March 22	As described in the following bullets, budget requests must be submitted for approval to Information Technology, Media Center and Physical Plant. <ul style="list-style-type: none"> • Requests for computer equipment and software must be reviewed and approved by the Director of Information Technology. • Requests for audio/visual equipment must be reviewed and approved by the Coordinator of the Media Center. • Requests for equipment that will add a significant demand on electricity must be reviewed and approved by the Director of the Physical Plant.
April 1 - April 12	President's Planning Council members prioritize requests and compile Summary Worksheets and applicable request forms and prioritized lists for their areas of responsibility. Copies of Summary Worksheets, Request Forms and prioritized lists should be provided to each Budget Manager.
April 12	Budget requests and personnel reclassification requests are submitted to the appropriate Executive Council member.
April 15	<i>Perkins application should be available on-line. Password for FY 2003 will be sent to Perkins Contact Person.</i>
April 18	<i>Program Evaluation Instrument, Instructions and Annual Data Profile are provided to Workforce Education Department Chairs and respective Deans.</i>
April 18 - 26	<i>Workforce Education Department Chairs will work on Program Evaluation(s).</i>
April 12 - April 26	Executive Council members prioritize requests and compile Summary Worksheets, Request Forms, prioritized lists and personnel reclassification requests for their areas of responsibility.
April 22	<i>Executive Officers will forward Perkins eligible requests and documentation to Perkins Committee Chair, Fred Solis.</i>
April 22-24	<i>Perkins Committee Chair will prepare requests in a spreadsheet form.</i>
April 25	<i>Spreadsheet will be sent to the Perkins Committee for review prior to meeting.</i>
April 26	Executive Council provides copies of Summary Worksheets to the Comptroller's Office and copies of the Summary Worksheets, Request Forms and prioritized lists to the appropriate President's Planning Council member.
April 29	Personnel reclassification requests approved by Executive Council members are submitted to the Director of Human Resources.
	<i>Workforce Education Department Chairs will submit their Program Evaluation(s) to the Perkins Contact Person. (WA 117).</i>
	<i>Perkins Planning Committee will convene to discuss priorities and budget requests.</i>
April 29 - May 3	Personnel Reclassification Committee submits recommended Personnel Reclassification list to the President for approval.
	<i>Program Evaluation data will be keyed into the Perkins application.</i>
April 29 - May 10	Comptroller's Office compiles a working copy of the general operating fund budget to the Executive Council.
April 30	<i>Local Plan will be reviewed and modified, as needed.</i>
May 3	<i>Prioritized requests will be presented to the President for approval.</i>
May 6	<i>Approved prioritized list will be given to the Perkins Contact Person to prepare grant application.</i>
May 6 - May 10	<i>Approved budget information will be keyed into the Perkins application.</i>

BUDGET CALENDAR
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May 13-15	<i>Finalize grant application. Perkins Contact Person will meet with Chief Financial Officer for fiscal approval.</i>
May 15	<i>Perkins Grant Due - Electronic Submittal</i>
May 13 - May 17	Executive Budget Committee meets to prepare the general operating fund budget's first draft.
May 20 - May 31	Executive Council members communicate to department on the status of their budget requests. Budget Managers schedule meetings with President and Executive Budget Committee for appeals.
June 3 - June 7	Executive Budget Committee meets to prepare the general operating fund budget's final draft.
July 18	The general operating fund budget is submitted to the Board of Trustees for approval at the July 18 Board Meeting (pending tax information). Copies are provided to President's Planning Council.
August 22	The general operating fund budget is presented to the Board of Trustees for final approval.

INSTITUTIONAL INFORMATION

INSTITUTIONAL MISSION STATEMENT, OBJECTIVES & GOALS

STATEMENT OF PHILOSOPHY AND MISSION

Laredo Community College is a comprehensive community college committed to providing educational services that meet the needs of the community, its citizens, and its service area. As a border community college, we respond to changes-both national and international-in the technological, industrial, and educational environment.

Our philosophy is that education enhances the individual's opportunity for full participation in society. Therefore, we strive to ensure that all citizens have the opportunity to educate themselves to the full extent of their abilities and needs. Consequently, we are committed to an open-door policy which ensures opportunities for all types of students.

LCC seeks to implement its educational philosophy by offering occupational programs, transfer curricula, adult and continuing education, developmental education, student development services, and community services.

VISION STATEMENT

Laredo Community College shall provide for quality education with a commitment to excellence, where students achieve their educational objectives while meeting institutional standards in order to compete successfully in the 21st century.

INSTITUTIONAL OBJECTIVES FOR 2001 - 2003

SAFETY & SECURITY

To develop and maintain facilities and protective services that meet institutional needs and create a safe environment conducive to learning.

OPERATIONAL PROCESSES

To develop a process that will ensure that all offices in the College develop and maintain effective and efficient operational procedures.

FINANCIAL & HUMAN RESOURCES

To provide effective and efficient administrative management of fiscal and human resources while maintaining full fiscal accountability and keeping expenditures within available resources.

ENROLLMENT MANAGEMENT (includes advising, grade notification follow-up, and marketing efforts)

To develop effective recruitment and retention strategies that involve all components of the College and will result in increased student enrollment while reducing student attrition.

CUSTOMER SERVICE

To provide services to both internal and external customers with a positive attitude, attention to details, and a standard of quality that exceeds expectations in all areas of performance.

INSTITUTIONAL GOALS

A. Mission

To state clearly and review periodically the mission and goals of the College.

B. Planning and Evaluation

To provide and document comprehensive research, planning, and information services that support continuous evaluation and revision of every facet of college operations.

C. Educational Programs

To provide an open door admission policy with a comprehensive curriculum made up of a broad range of certificate and degree programs based on the occupational and educational needs of the residents of the service area of the LCC District.

D. Educational Support Services

To provide comprehensive student support services to facilitate student growth and to enhance student success in the academic, social, and economic community.

E. Faculty and College Community

To hire, through fair employment practices, a qualified faculty and staff to accomplish the mission of the institution.

F. Administrative Processes

To practice effective decision-making and encourage broad participation in campus governance in an environment of mutual trust and respect.

G. Financial Resources

To provide effective and efficient administrative management of fiscal resources while maintaining full fiscal accountability and keeping expenditures within available resources.

H. Physical Resources

To build and maintain facilities and grounds that functionally and aesthetically meet institutional needs and create a physical environment conducive to learning.

I. Student Development

To provide the resources by which students can acquire basic knowledge and skills necessary to be self-learners and effective problem-solvers.

J. Community and Culture

To enrich the lives of students and community residents by offering cultural programs, short courses, workshops, literacy education and other educational events of interest to them.

BUDGET PREPARATION

INTRODUCTION

The 2002-2003 Budget Manual has been developed to:

- Provide information regarding the budgeting process at Laredo Community College.
- Provide a timeframe for amassing the needed information.
- Provide a procedure to compile the data for departmental budgets including forms and instructions.

The budget manual, the related instructions and calendar for the development of the annual operation budget was developed by the Budget Calendar Committee.

Members:

Federico Cardenas, Comptroller

Nora Stewart, Internal Auditor

Joe A. Peña, Jr., Director of Information Technology

Lynda M. Gomez, Senior Staff Accountant

Gustavo Alcantar, Director of Purchasing

Gustavo Villarreal, Department Chair

Eliud Estrada, Staff Accountant

Evangelina C. Montemayor, Staff Accountant

HIGHLIGHTS

The following are requirements to keep in mind when preparing Budget Requests for the upcoming fiscal year:

- In general, travel, equipment, software and contracted services are subject to zero base budgeting.
- The Summary Worksheet will indicate whether an object is subject to zero base budgeting or prior year carry forward.
- Budget request forms for new positions, contracted services, equipment, travel and software are provided for these specific budget items.
- Software and computer equipment requests require an approval from the Director of Information Technology to ensure that software is compatible with existing computer equipment prior to inclusion in the budget. (See forms ERQ and SRQ.)
- Audio-Visual equipment requests need approval from the Media Center Coordinator. (See form ERQ.)
- The Director of the Physical Plant must approve requests for equipment that will require a large amount of electricity before including those as budget requests. (See form ERQ.)
- A separate budget request form (ERQ) must be submitted for equipment and other items needed for new positions being requested, clearly noting which new position the request relates to. These requests are contingent on the approval of the position.
- Prioritized lists must be submitted for all zero based requests; Excel formats for the prioritized lists of requests will be provided to each department.

GENERAL INSTRUCTIONS

Budget Basis

The Summary Worksheet (worksheet) distributed to all departments lists all objects normally used to account for each department's expenditures. Additionally, the worksheet includes: actual expenditures for the past two years, the budget allocations for this fiscal year – 2001-2002 and year to date expenditure data. Year to date expenditures change daily so the information on the departmental expense statements probably will differ from the worksheet amount.

The worksheet will also include the basis to be used to plan next year budget for each object – ZERO, PRIOR YEAR, N/A and INSTL.

If the basis is ZERO, zero base budgeting will be used for that object (i.e. equipment, software, contracted services & travel). The budget for these objects will have to be built from \$0 providing a justification for each item/amount comprising the aggregate budget request. The justification should be documented using the forms included in the Budget Request Forms section of this manual. In addition, each form must be supported by a prioritized list of all requests, by priority, to facilitate the evaluation of each request.

For objects with the basis PRIOR YEAR, the budget requests for the current fiscal year (2001-2002) may be carried forward. However, if a smaller request is needed in 2002-2003, the lesser amount must be requested. Additionally, budget dollars may be shifted between objects as necessary. However, the aggregate request of the PRIOR YEAR basis objects may not be increased.

In general, no budget request is necessary for objects with the basis N/A or INSTL. The Budget Development Committee or another party will plan budgets for these objects. For instance, certain objects will be budgeted at the institution level such as telephone, building repairs & alterations and copy services. Other objects are budgeted using other means such as salaries, which are subject to approved salary schedules. These objects were given a basis of N/A.

Exceptions

- Various objects other than those detailed above have been designated as being subject to zero base budgeting. Justification for these objects should be prepared and submitted using form ORQ. Additionally, it will be necessary to provide a prioritized list.
- Departments having extraordinary circumstances may submit budget requests for objects designated as PRIOR YEAR that exceed the fiscal year 2001-2002 budget by treating these objects as zero based items. Form ORQ must be used to submit justification for these requests. Additionally, a prioritized list must be submitted to the President's Planning Council and Executive Council for evaluation.

Required Documentation

The final **documentation to be submitted** to the planning council and the executive council should be the following:

1. Summary worksheet with requests for all applicable objects – ZERO and PRIOR YEAR
2. Justification form(s) for each of the zero based objects.
3. Prioritized list for each justification form.
4. New position requests (see below).
5. Form ORQ for each exception item.

Additional Approvals for Equipment and Software

Requests for equipment and/or software require additional approvals as follows:

- a. The Director of Information Technology must approve all requests for computer equipment & software.
- b. The Director of the Physical Plant must approve all requests for equipment that will require a large amount of electricity (e.g. a new computer lab).
- c. The Media Center Coordinator must approve all requests for audio-visual equipment.

New Positions and Personnel Reclassifications

Form PRQ must be used to request new positions for the upcoming fiscal year.

In addition, the personnel reclassification process will proceed concurrently with the financial budgeting process. The Personnel Reclassification Committee and the Human Resources department will handle this process. Additional information regarding this process should be obtained from those sources. Also see the Area of Responsibility section of this manual.

AREA OF RESPONSIBILITY

Budget requests should be prioritized using the following process:

- Departmental personnel develop budget requests. Priorities are established with concurrence of the Budget Manager.
- Budget Managers meet with their Planning Council member to prioritize budget requests.
- Planning Council members should complete prioritized lists for all zero based budget requests (new personnel, equipment, contracted services, travel, software and any exception items) for their area of responsibility. Prioritized lists should contain the following information: priority number, department name, item description, quantity, unit price and total cost. An Excel format will be provided.
- Planning Council members meet with Executive Officers to prioritize budget requests.
- Executive Council members should complete prioritized lists for all zero based budget requests (new personnel, equipment, contracted services, travel, software and any exception items) for their area of responsibility. Prioritized lists should contain the following information: priority number, department name, item description, quantity, unit price and total cost. An Excel format will be provided.
- **Executive Council members submit a copy of the completed Summary Worksheets to Comptroller's Office for each department in their division.**
- Comptroller's Office will compile a working copy of the General Operating Fund 2000-2001 Budget to submit to President and the Executive Budget Committee.
- The President and the Executive Budget Committee will approve the budget requests and finalize the 2000-2001 fiscal year's proposed budget.
- The Executive Budget Committee will provide the final request lists and Summary Worksheets to the Comptroller's Office for preparation of the Proposed Budget Working Papers.

Personnel Reclassification Requests will be evaluated using the following process:

- Department heads submit reclassification requests to the appropriate Planning Council Member.
- Planning Council members submit approved reclassification requests to the appropriate Executive Council member.
- Executive Council member submits approved reclassification requests to the Director of Human Resources who forwards them to the Personnel Reclassification Committee.
- The Personnel Reclassification Committee submits recommended personnel reclassifications to the President for final approval.

Specific instructions on the personnel reclassification process should be obtained from the Department of Human Resources.

BUDGET GUIDELINES

BUDGET GUIDELINES

NEW POSITION REQUESTS

- New positions requests must be justified using form PRQ.
- New positions are budgeted using approved salary schedules.
- Staffing positions are classified into one of the following:
 - Faculty/Counselors/Librarians
 - Classified
 - Administrative/Professional/Technical
 - Executive
- New positions should be budgeted at step 0 of the appropriate grade of the salary schedule.
- Faculty/Counselors/Librarians positions should be budgeted at degree level I of the salary schedule.
- Benefits should be calculated at 8% of the salary for new positions.
- Changes to personnel budgets should be submitted to the Department of Human Resources who in turn will forward the information to the Comptroller's Office to update departmental budgets.
- The Board of Trustees approves new positions and salary rates.

NOTE: Contact the Department of Human Resources for information regarding the approved salary schedules.

BUDGET GUIDELINES

CONTRACTED SERVICES object 3600

- Contracted services are zero based this year.
- Contracted services must be justified using form CRQ.
- A prioritized list must be submitted to facilitate the evaluation of requests.
- Budget items that the college is obligated to pay either by contract or by state/federal regulations should be designated as mandatory by assigning an (M) as the priority number. Mandatory items should be listed first.

BUDGET GUIDELINES

EQUIPMENT objects 4160, 4163 & 4171

- Budget requests for equipment must be zero based.
- Equipment requests must be justified using form ERQ
- A prioritized list must be submitted to facilitate the evaluation of request.
- Equipment is defined as items having these characteristics: (a) An acquisition value of **\$300.00** or more **and** an expected life of more than one year and (b) All office furniture including desks, chairs, tables, computer workstations and file cabinets.
- Equipment requests require additional approvals as detailed in the General Instructions section above.
- Equipment is approved on an item-by-item basis not by the total department budget allocated for equipment.
- Equipment requests during the fiscal year require Board approval.
- Once the operating budget is approved, an itemized list of equipment to be purchased will be distributed to all President's Planning Council Members so that departments may be informed regarding which requests were approved.

NOTE: Contact the Purchasing Department for assistance in obtaining prices of equipment or the Department of Information Technology for prices of computer equipment.

BUDGET GUIDELINES

TRAVEL objects 6110, 6111, 6115, 6118 & 6119

- Travel expenses are zero based this year.
- Contracted services must be justified using form TRQ.
- A prioritized list must be submitted to facilitate the evaluation of requests.
- Travel expenditures include such costs as registration fees, transportation, lodging and meals. In state travel should be approved in advance by the appropriate President's Planning Council member and Executive Officer. Out of state travel requires the President's approval.
- Travel, administrative is zero based and is subject to the requirements in the Budget Instructions.
- Travel instructional -object 6115 – will be budgeted by the Budget Development Committee based on a per instructor formula.

Keep in mind the following:

- Deans have authority to distribute/redistribute travel within their area of responsibility according to need.

BUDGET GUIDELINES

SOFTWARE object 5455

- Budget requests for software must be zero based.
- Software requests must be justified using form SRQ
- A prioritized list must be submitted to facilitate the evaluation of request.
- Software purchases with a cumulative total under \$500 for the fiscal year may be purchased with expendable supplies funds at the department's option.
- Equipment requests require additional approvals as detailed in the General Instructions section above.

EXPENSE OBJECTS

**LAREDO COMMUNITY COLLEGE
OBJECT NUMBERS**

NEW OBJECT NO.	OBJECT NAME
1000	SAL PROFESSIONAL
1020	SAL STAFF REGULAR
1025	SAL STAFF OVERTIME
1101	SAL INS REG SEMESTER
1102	SAL INS REG SUMMER
1109	SAL INS REG QUARTER
1111	SAL INS O/L SEMESTER
1112	SAL INS O/L QUARTER
1120	SAL INS DIFFERENTIAL
1130	SAL INS EXTRA CREDITS
1140	SAL INS OTHER
1150	SAL INS DEPT CHAIRPERSON
1151	SAL INS P/T SEMESTER
1152	SAL INS SUB SEMESTER
1153	SAL INS SUB SUMMER
1154	SAL INS P/T CONTINUING ED
1155	SAL INS SUB QUARTER
1156	SAL INS P/T SUMMER
1157	SAL INS P/T QUARTER
1190	SAL DIV CHAIRPERSON
1207	SAL TEACHER AIDE
1208	SAL TEACHER AIDE P/T
1300	SAL STAFF TEMPORARY
1301	SAL PROFESSIONAL P/T
1302	SAL STAFF REGULAR P/T
1401	SAL STUDENT INSTITUTIONAL
1402	SAL STU INST OFF CAMPUS
1403	SAL STUDENT CWS STATE
1404	SAL STUDENT CWS FED MATCH
1405	SAL STU CWS FED OFF CAMPUS
1540	QUALITY IMPROVEMENT COUNCIL PAY
1570	STIPENDS
1589	UNALLOCATED SALARIES
1590	UNALLOCATED COLA
1600	CONTRACTED SVCS, PERSONNEL
1890	UNALLOCATED PAY ADJUNCT
2140	LIVING ALLOWANCE
2340	SOCIAL SECURITY
2345	ORP CONTRIBUTION
2347	TRS CONTRIBUTION
2350	WORKER'S COMPENSATION
2360	HEALTH & LIFE INSURANCE
2370	EMERGENCY LEAVE (RETIREMENT)
2380	UNEMPLOYMENT INSURANCE
2390	SABBATICAL LEAVE
2400	TUITION AND FEES
2401	STAFF DEVELOPMENT
2402	AWARDS, REGULAR

2404	TEACHER RETIREMENT
3150	RENT
3222	TELEPHONE
3225	TELECOM SERVICES
3227	TELEPHONE CABLING/REPAIRS
3230	SAFETY COMMITTEE ACTIVITIES
3231	BEAUTIFICATION ACTIVITIES
3233	RECYCLING ACITIVITIES
3260	PROFESSIONAL SERVICES, LEGAL
3261	PROFESSIONAL SVCS, ARCHITECT
3265	PROFESSIONAL SVCS, AUDIT
3265	PROFESSIONAL SVCS, AUDIT
3270	ELECTIONS
3290	CONTRACTED SERVICES, TRAINING
3300	MEMBERSHIP DUES, INSTITUTIONAL
3301	MEMBERSHIP DUES, INDIVIDUAL
3303	SUBSCRIPTIONS
3310	ADVERTISING
3320	COMMUNITY RELATIONS/PROMOTIONS
3440	INSITUTIONAL MATCH
3480	INSURANCE LIABILITY
3481	INSURANCE PROPERTY
3482	INSURANCE STUDENT
3483	INSURANCE CRIME
3484	INSURANCE AUTO
3485	INSURANCE BOILER
3489	CASUALTY LOSS
3490	CHILD CARE
3500	REPAIRS & ALTERATIONS
3501	REPAIRS & ALT, ADKINS BLDG
3502	REPAIRS & ALT, COMMISSARY
3503	REPAIRS & ALT, HACHAR VOC B
3504	REPAIRS & ALT, ART P-4
3505	REPAIRS & ALT, KAZEN CENTER
3506	REPAIRS & ALT, AIR CONDITIONERS
3507	REPAIRS & ALT, COOLING TOWERS
3508	REPAIRS, & ALT, FIRE ALARMS
3509	REPAIRS & ALT, SECURITY ALARMS
3510	REPAIRS & ALT, LEARNING CENTER
3511	REPAIRS & ALT, ADMIN BLDG.
3512	REPAIRS & ALT, CIGARROA SCIENCE
3513	REPAIRS & ALT, BLDG P-13
3514	REPAIRS & ALT, BLDG P-49
3515	REPAIRS & ALT, LOPEZ NURSING
3516	REPAIRS & ALT, MARAVILLO GYM
3517	REPAIRS & ALT, LIBRARY
3518	REPAIRS & ALT, POLICE BLDG.
3519	REPAIRS & ALT, SHOOTING RANGE
3520	REPAIRS & ALT, PRESIDENT'S HOME
3521	REPAIRS & ALT, LBDG P-7 &8
3522	REPAIRS & ALT, LAIRD BLDG.
3523	REPAIRS & ALT, MARTIN BLDG.
3524	REPAIRS & ALT, ART BLDG. P-24

3525	REPAIRS & ALT, BASEBALL FIELD
3526	REPAIRS & ALT, SWIMMING POOL
3527	REPAIRS & ALT, MUSEUM
3528	REPAIRS & ALT, P-154
3529	REPAIRS & ALT, W WAREHOUSE
3531	REPAIRS & ALT, CAFETERIA
3532	REPAIRS & ALT, ARECHIGA
3533	REPAIRS & ALT, MARAVILLO GYM
3534	REPAIRS & ALT, P-34
3535	REPAIRS & ALT, BLDG P-35
3536	REPAIRS & ALT, BLDG P-49
3537	REPAIRS & ALT, BLDG P-34
3537	REPAIRS & ALT, MUSIC/DANCE
3538	REPAIRS & ALT, BLDG P-5&6
3540	REPAIRS & ALT, GALLERY
3541	REPAIRS & ALT, BLDG P-61
3542	REPAIRS & ALT, HIST PRS
3543	REPAIRS & ALT, UNIV HALL
3544	REPAIRS & ALT
3545	REPAIRS & ALT, PRINT SHOP
3546	REPAIRS & ALT, ATRMAN H
3554	GENERAL CAMPUS IMPROVEMENT
3560	UTILITIES GAS
3570	UTILITIES WATER
3577	UTILITIES ELECTRIC
3580	ENERGY PROJECT
3582	GASOLINE
3590	SUPPLIES CUSTODIAL
3595	SECURITY SERVICES, EXTERNAL
3600	CONTRACTED SERVICES, REGULAR
3601	CONTRACTED SVCS, MEDICAL
3604	DISTANCE LEARNING CHRGS
3605	CONTRACTED COPY SERVICES
3607	STIPENDS
3608	LICENSING/CERTIFICATION FEES
3610	PROFESSIONAL SVCS, CONSULTANTS
3620	SUB GRANTS
3680	REGISTRATION FEES
3690	TAX COLLECTION EXP
3702	SECOND CAMPUS
3710	CONSTRUCTION
3720	SERVICES-HANDICAPPED
3730	TESTING SERVICES
3731	CONSTRUCTION CAFETERIA
3732	CONSTRUCTION BOOKSTORE
3735	CONSTRUCTION CENT. COOL SYS
3737	CONSTRUCTION ENVIRONMENTAL SCIENCE CTR.
3740	COUNSELING SERVICES
3750	PRINCIPLE
3751	INTEREST
3752	FISCAL AGENT FEES
3753	CONSTR. CEN CLNG PL
3754	UTILITIES RELOCATION

3755	LIBRARY AUTOMATION
3756	FIBER OPTICS WIRE PL
3757	PARKING LOTS/ROAD REPAIRS
3758	SWIMMING POOL
3759	TENNIS COURT
3760	UNIVERSITY HALL RETROFIT
3796	BOND ISSUANCE COSTS
3830	A/E FEES
3875	VEHICLE LEASE
3920	STUDENT PUBLICATIONS
3945	EXP DIST. COPY SVCS
4160	EQUIPMENT
4163	EQUIPMENT LEASE PURCHASE
4171	MAINTENANCE AGREEMENT
4172	REPAIRS EQUIPMENT
4173	RENTALS EQUIPMENT
4174	REPAIRS GYM EQUIPMENT
4200	GOVERNMENT DOCUMENTS
4329	SPECIAL EXP DEP EQUIP
4410	BOOKS, SERIALS, MICROFILM
4412	BOOKS, MAGAZINE SALE
4530	MAINTENANCE, VEHICLE
4891	COMPUTER UPGRADE
5190	SUPPLIES AUDIO VISUAL
5200	SUPPLIES INSTRUCTION
5201	INST SUPPLIES HANDICAP
5205	SUPPLIES REFRIGERANT
5212	POSTAGE
5450	SUPPLIES EXPANDABLE
5451	SUPPLIES, REPAIR PARTS
5455	SOFTWARE
5540	UNIFORMS
5547	SUPPLIES, ART STUDENTS
5550	INVENTORY ADJUSTMENTS
6110	TRAVEL, ADMINISTRATIVE (REG)
6111	TRAVEL, IN-TOWN MILEAGE
6115	TRAVEL, INSTRUCTIONAL
6118	TRAVE RECRUITING, REGULAR
6119	TRAVEL, INS. OUT-OF-DISTRICT
6120	AUTO ALLOWANCE
6800	REGISTRATION FEES
7100	STUDENT PROMOTIONS
7114	TRAVEL, ADMIN (STUDENT)
7115	STUDENT RECRUITMENT
7121	TPEG PROGRAM, RESIDENT
7122	TPEG PROGRAM, NON-RESIDENT
7123	LOCAL SCHOLARSHIPS REST
7126	ENDOWMENT SCHOLARSHIPS
7128	SENIOR CITIZENS
7130	TRAVEL STUDENT
7131	TRAVEL RECRUITING, STUDENT
7282	GRADUATION ACTIVITIES
7300	DEPARTMENTAL SCHOLARSHIPS

7310	LOCAL SCHOLARSHIPS
7312	ACAD EXCELLENCE SCHOLARSHIP
7314	ACAD ACHIEVEMENT SCHOLARSHIP
7315	HONORS SCHOLARSHIP
7345	TUITION & FEE EXEMPTIONS
7348	GED SCHOLARSHIPS
7360	CONTRACTED SERVICES, STUDENT
7365	SENIOR CITIZENS SCHOLARSHIP
7400	STUDENT TUIT EXEMPT
7401	TUITION EX EARLY HS GRAD
7402	ED AID EXEMPT PROG
7403	AFDC EXEMPT PROG
7482	INSURANCE STUDENTS
7656	ENTRY FEES
7760	PROFESSIONAL SVCS, CONSULTANT
7780	TESTING FEES
7840	OFFICIALS
7868	AWARDS, STUDENT
7870	DRAMA PRODUCTION
7871	OPERA WORKSHOP
7872	DANCE PRODUCTION
7873	SYMPHONY PRODUCTION
7874	GUITAR PRODUCTION
7875	EXHIBITS, STUDENTS
7876	MARIACHI PALOMINOS
7920	CAMPUS CAMERA
7930	STUDENT ADVISORY BOARD
7940	UNCOLLECTIBLE STUDENT LOANS
7950	STUDENT ACTIVITIES (INTRAMURAL)
7951	CLUBS
7952	STUDENT PUBLICATIONS
7960	PROGRAMS
7970	DANCES
8280	REPRESENTATION ACTIVITIES
8320	SAFETY COMMITTEE ACTIVITIES
8323	BEAUTIFICATION ACTIVITIES
8329	SPECIAL EXPENSE DEPARTMENTAL
8330	ACCREDITATION
8424	COMPUTER CENTER CHARGES
8525	MEDIA CENTER CHARGES
8526	PRINT SHOP CHARGES
8880	CONTINGENCY
8890	UNALLOCATED
8900	ALL AGENCY ACCOUNT EXPENSES
8910	PRIOR YEAR ADJUSTMENTS
8990	EXP DISTRIBUTION, INTERNAL
8999	EXP DISTRIBUTION, EXTERNAL
9770	INDIRECT COST

DEPARTMENT NUMBERS

**LAREDO COMMUNITY COLLEGE
DEPARTMENT NUMBERS**

**NEW
DEPT NO. DEPARTMENT NAME**

210100	INTERNAL AUDITOR
210101	GOVERNMENT OF INSTITUTION
210102	PRESIDENT'S OFFICE
210103	ASSISTANT TO THE PRESIDENT
210104	BUSINESS MANAGERS
210105	CASHIERING/BUSINESS SERVICES
210106	PROCUREMENT & PROPERTY MGT
210107	COMPTROLLER/ACCOUNTING & SERVICES
210109	PERSONNEL
210118	PROPERTY & INVENTORY MGMT
210130	VICE PRESIDENT FOR INSTRUCTION
211106	EQUIP MAINTENANCE INSTITUTIONAL
211121	GENERAL INSTITUTIONAL SVCS
211122	MARKETING & PUBLIC INFORMATION
211123	MAIL SERVICES
211125	QUALITY IMPROVEMENT COUNCIL
211128	EMPLOYEE WELLNESS PROGRAM
211129	INSTITUTIONAL SELF
211190	RESEARCH & DEVELOPMENT
211191	GRANT DEVELOPMENT
211192	COMPUTER SERVICES
211193	STAFF DEVELOPMENT
211194	PRINT SHOP
211251	EQUIP REPAIRS, INSTITUTIONAL
211252	CAMPUS POLICE
211292	MICROCOMPUTER SUPPORT
211293	LEADERSHIP (2)
211652	EXTERNAL SECURITY SERVICES
211992	CONTRCTD SRVC COMPUTER DEPT
212108	ADMISSIONS & REGISTRATION
212110	STUDENT SERVICES
212111	ENROLLMENT MANAGEMENT
212112	GUIDANCE & COUNSELING
212113	STUDENT CENTER
212114	SPECIAL SERVICES
212115	CAMPUS NURSE
212116	PLACEMENT SERVICES
212117	FINANCIAL AID
212119	VP STUDENT DEVELOPMENT
212130	STUDENT INFORMATION SYSTEMS
212260	STUDENT SHUTTLE
212412	COUSELING /COLLEGE CONNECTION
212460	ATHLETICS
212464	TENNIS
212465	VOLLEYBALL
212466	INTRAMURAL ATHLETICS
212467	BASEBALL
212468	SPORTS COMPLEX

212512	COUNSELING SPECIAL POPULATIONS
212612	STUDENT RECRUITMENT
213102	RCCI-FORD
213130	VICE PRES FOR INSTRUCTION
213131	DEAN WORKFORCE ED
213133	DEAN HEALTH SERVICES
213134	AS DN, ADULT BASIC EDUCATION
213136	DEAN GENERAL EDUCATION
213137	DEAN SOC SCI
213138	DEAN OF INST'L EFFECTIVENESS & DISTANCE EDUCATION
213142	DISTANCE LEARNING
213240	LIBRARY
213241	LIBRARY MEDIA CENTER
214130	VICE PRES FOR INSTRUCTION
214131	LIBERAL ARTS DIV EQUIPMENT
214142	ART
214145	BIOLOGY
214146	BUSINESS ADMINISTRATION
214149	CHEMISTRY
214150	SOCIAL & BEHAVIORAL SCIENCE
214152	ENGLISH & COMMUNICATIONS
214161	MATHEMACTICS
214162	MUSIC
214163	DANCE
214164	KINESIOLOGY
214165	PHYSICS
214173	FOREIGN LANGUAGE
214175	READING
214251	EQUIP REPAIRS, INSTRUCITONAL
216130	VICE PRES FOR INSTRUCTION
216132	DEAN CONT ED EQUIP
216133	HEALTH/SCIENCE/PUBLIC SERVICES DIV EQUIP
216134	UNASSIGNED
216139	INDUSTRIAL TECHNOLOGY
216200	PHYSICAL THERAPY
216201	EMERGENCY MEDICAL TECH
216202	NURSING, LICENSED VOC NURSE
216203	NURSING, REGISTERED NURSE
216204	APPLIED ACCOUNTING
216205	MEDICAL LAB TECHNOLOGY
216206	RADIOLOGIC TECHNOLOGY
216207	MEDICAL ASSISTING
216208	WORD INFORMATION PROCESSING
216209	COMPUTER INFORMATION PROCESSING
216210	REAL ESTATE
216211	APPLIED BUSINESS
216212	IMPORT/EXPORT MANAGEMENT
216213	MID MANAGEMENT
216215	CRIMINAL JUSTICE
216216	MACHINE SHOP
216217	INDUSTRIAL WELDING
216218	RETAIL MERCHANDISING
216219	AIR COND. & REFRIGERATION

216220	BANKING & FINANCE
216221	AUTOMOTIVE TECHNOLOGY
216222	ELECTRICAL TECHNOLOGY
216223	BUILDING TRADES
216224	ELECTRICIAN ASSISTANT (JOB CORPS)
216225	WELDING (JOB CORPS)
216226	APPLIED BUSINESS (JOB CORPS)
216227	HUMAN SERVICES SPECIALIST
216228	FOOD SERVICE SPECIALIST
216230	COMPUTER ELECTRONIC TECH
216231	FIRE TECHNOLOGY
216232	CHILD DEVELOPMENT
216233	ADULT VOCATIONAL ISTRUCTION
216234	POLICE ACADEMY
216235	OCCUPATIONAL THERAPIST ASST
216236	COMMUNITY HEALTH AID
216237	ENVIRONMENTAL SCIENCE
218102	UTILITIES PRESIDENT'S HOUSE
218126	CENTRAL STORE
218249	CENTRAL RECEIVING/SHIPPING
218250	PHYSICAL PLANT MGMT SVCS
218251	GENERAL SERVICES
218253	BUILDING MAINTENANCE
218254	CUSTODIAL SERVICES
218255	GROUNDS MAINTENANCE
218256	UTILITIES
218257	MOTOR POOL
218258	EQUIP REPAIRS PLANT, INST
218467	UTLITIES BASEBALL
218653	BLDG REPAIRS PLANT, INST
219260	SPECIAL ITEMS
219261	HONORS PROGRAMS
220124	STAFF BENEFITS
330450	STUDENT ADVISORY BOARD
331310	CAFETERIA
332320	BOOKSTORE
333330	CAMPUS HOUSING
334385	DORMITORIES
216216	MACHINE SHOP
216217	INDUSTRIAL WELDING
216218	RETAIL MERCHANDISING
216219	AIR COND. & REFRIGERATION
216220	BANKING & FINANCE
216221	AUTOMOTIVE TECHNOLOGY
216222	ELECTRICAL TECHNOLOGY
216223	BUILDING TRADES
216224	ELECTRICIAN ASSISTANT (JOB CORPS)
216225	WELDING (JOB CORPS)
216226	APPLIED BUSINESS (JOB CORPS)
216227	HUMAN SERVICES SPECIALIST
216228	FOOD SERVICE SPECIALIST
216230	COMPUTER ELECTRONIC TECH
216231	FIRE TECHNOLOGY

216232	CHILD DEVELOPMENT
216233	ADULT VOCATIONAL ISTRUCTION
216234	POLICE ACADEMY
216235	OCCUPATIONAL THERAPIST ASST
216236	COMMUNITY HEALTH AID
216237	ENVIRONMENTAL SCIENCE
218102	UTILITIES PRESIDENT'S HOUSE
218126	CENTRAL STORE
218249	CENTRAL RECEIVING/SHIPPING
218250	PHYSICAL PLANT MGMT SVCS
218251	GENERAL SERVICES
218253	BUILDING MAINTENANCE
218254	CUSTODIAL SERVICES
218255	GROUNDS MAINTENANCE
218256	UTILITIES
218257	MOTOR POOL
218258	EQUIP REPAIRS PLANT, INST
218467	UTLITIES BASEBALL
218653	BLDG REPAIRS PLANT, INST
219260	SPECIAL ITEMS
219261	HONORS PROGRAMS
220124	STAFF BENEFITS
330450	STUDENT ADVISORY BOARD
331310	CAFETERIA
332320	BOOKSTORE
333330	CAMPUS HOUSING
334385	DORMITORIES

BUDGET REQUEST FORMS

NEW POSITION REQUEST

DEPARTMENT NAME:

DEPARTMENT NO:

POSITION TITLE:

ACCOUNT NUMBER:

GRADE: _____ SALARY RANGE:
FROM \$ _____ TO \$ _____FOR PART-TIME POSITION:
_____ HOURS PER WEEK

EXPENSE CATEGORY	REQUESTED	TACTICAL APPROVAL	STRATEGIC APPROVAL	FINAL APPROVAL
SALARY	\$ _____	\$ _____	\$ _____	\$ _____
BENEFITS (8% of salary)	\$ _____	\$ _____	\$ _____	\$ _____
EQUIPMENT (from form ERQ)	\$ _____	\$ _____	\$ _____	\$ _____
OTHER	\$ _____	\$ _____	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____	\$ _____	\$ _____

JUSTIFICATION (Attach additional sheets as needed.)

PRIORITY	SIGNATURES & DATE
DEPARTMENT: LEVEL ____ OF ____	DEPARTMENT:
PRES. COUNCIL: LEVEL ____ OF ____	PRES. COUNCIL:
EXECUTIVE: LEVEL ____ OF ____	EXECUTIVE:

Department Name: _____ Department Number: _____
Person Responsible: _____ E-mail address: _____

Item Being Requested	Quantity	Unit Cost	Shipping Cost	Total Cost

Specific Equipment Details: _____

Other Equipment Needs Associated with this Request: _____

Replacement Information - Complete only if requested item is a replacement.

Item(s) being replaced: _____

Reason for replacement: _____

Usage Quotient: _____ Useless _____ Useful

What will be done with the old equipment? _____

Original Cost: _____

For Computer Replacements:

_____ Hardware unable to handle software needs

_____ Lack of sufficient hard drive space and/or memory

Attach list of service calls performed on equipment item.

Has an upgrade been requested?

Is transfer from another department a possibility?

JUSTIFICATION:

Intended Use of Item Being Requested:

Objectives Being Addressed:

Location Where Equipment Will Be Placed:

IMPACT ON INSTRUCTION:

Course(s) where item will be used during the 2002-2003 school year:

Include Estimated Time Usage in relation to Course Length (i.e., 3 weeks/16 weeks)

Expected enrollment in above listed courses:

How is the instruction of the concept being handled now?

How will the instruction of the concept be handled if this request is not approved?

HISTORY:

Attach Program Enrollment History for the past two years.

Attach Prior Equipment Request Form Where Item was Disapproved or Not Funded.

OTHER APPROVALS:

Audio-visual equipment requests require approval from the Media Center Coordinator.

___ Approved ___ Disapproved

Signature: _____ Date: _____

Form ERQ**Page 3 of 3**

Computer Equipment requests require approval from the Director of Information Technology.

___ Approved ___ Disapproved

Signature: _____ Date: _____

Equipment requests that add a significant demand on electricity require concurrence of the Physical Plant Director.

___ Approved ___ Disapproved

Signature: _____ Date: _____

		President's Planning Council Approval	Executive Approval	Final Approval
Quantity				
Unit Cost	\$	\$	\$	\$
Total Cost	\$	\$	\$	\$

Dept. Priority: Number ___ of ___ Signature: _____ Date: _____

Pres. Planning
Council Priority: Number ___ of ___ Signature: _____ Date: _____

Executive
Council Priority: Number ___ of ___ Signature: _____ Date: _____

Appeal Process:

Notification of Non-Funding: _____

Date Appeal was Requested/New Justification Submitted: _____

Date of Appeal: _____

Outcome of Appeal: _____

SOFTWARE REQUEST

DEPARTMENT NAME:

ACCOUNT NUMBER:

ACCOUNT NAME:

DESCRIPTION & JUSTIFICATION (Attach additional sheets as needed.)

Computer equipment requests require approval of Director of Information Technology.

() Approved () Disapproved Signature:

	DEPARTMENT	PRES. PLAN. COUNCIL APPROVAL	EXECUTIVE APPROVAL	FINAL APPROVAL
QUANTITY				
UNIT COST	\$	\$	\$	\$
TOTAL COST	\$	\$	\$	\$
PRIORITY		SIGNATURES & DATE		
DEPARTMENT:	LEVEL _____ OF _____	DEPARTMENT: _____		
PRES. COUNCIL:	LEVEL _____ OF _____	PRES. PLAN. COUNCIL: _____		
EXECUTIVE:	LEVEL _____ OF _____	EXECUTIVE: _____		

CONTRACTED SERVICES REQUEST

DEPARTMENT NAME:

ACCOUNT NUMBER:

ACCOUNT NAME:

DESCRIPTION & JUSTIFICATION (Attach additional sheets as needed.)

	DEPARTMENT	PRES. PLAN. COUNCIL APPROVAL	EXECUTIVE APPROVAL	FINAL APPROVAL
QUANTITY				
UNIT COST	\$	\$	\$	\$
TOTAL COST	\$	\$	\$	\$
PRIORITY		SIGNATURES & DATE		
DEPARTMENT:	LEVEL _____ OF _____	DEPARTMENT: _____		
PRES. COUNCIL:	LEVEL _____ OF _____	PRES. PLAN. COUNCIL: _____		
EXECUTIVE:	LEVEL _____ OF _____	EXECUTIVE: _____		

TRAVEL REQUEST

DEPARTMENT NAME:

DEPARTMENT NUMBER:

NUMBER OF PERSONS TRAVELING	DESTINATION	PURPOSE	DEPT. ESTIMATED COST*	PRESIDENT'S PLAN. COUNCIL APPROVED AMOUNT

SIGNATURE & DATES

TOTAL:

DEPARTMENT:

PRESIDENT'S PLANNING COUNCIL:

**NOTE: ESTIMATED COST SHOULD INCLUDE
COST FOR MEALS, LODGING,
TRANSPORTATION AND REGISTRATION
FEES. LIST TRAVEL FEES BY
DEPARTMENT'S LEVEL OF PRIORITY.**

OTHER BUDGET REQUEST
(Other than equipment, software, contracted services and travel)

DEPARTMENT NAME:
 ACCOUNT NUMBER:
 ACCOUNT NAME:

DESCRIPTION & JUSTIFICATION (Attach additional sheets as needed.)

	DEPARTMENT	PRES. PLAN. COUNCIL APPROVAL	EXECUTIVE APPROVAL	FINAL APPROVAL
QUANTITY				
UNIT COST	\$	\$	\$	\$
TOTAL COST	\$	\$	\$	\$
PRIORITY		SIGNATURES & DATE		
DEPARTMENT:	LEVEL _____ OF _____	DEPARTMENT: _____		
PRES. COUNCIL:	LEVEL _____ OF _____	PRES. PLAN. COUNCIL: _____		
EXECUTIVE:	LEVEL _____ OF _____	EXECUTIVE: _____		