FISCAL YEAR 2003-2004
GENERAL OPERATING FUND
BUDGET MANUAL

TABLE OF CONTENTS

BUDGET CALENDAR
GENERAL OPERATING FUND
FISCAL YEAR 2004

DATE	ACTIVITY
June 4	Budget manual and Request Forms are distributed to all Budget Managers.
June 5	Budget Managers hold budget planning meeting.
June 9-June 19	Budget Managers meet with department personnel and prepare Budget Requests.
June 16	As described in the following bullets, budget requests must be submitted for approval to Information Technology, Media Center, and Physical Plant. • Request 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.
June 23-26	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.
June 26	Budget requests are submitted to the appropriate Executive Council member.
June 30-July 3	Executive Council members prioritize requests and compile Summary Worksheets, Request Forms, and prioritized lists for their areas of responsibility. Copies of the Summary Worksheets, Request Forms and prioritized lists to the appropriate President's Planning Council member.
July 3	Executive Council provides copies of the following to the Comptroller's Office: 1. Summary Worksheets, 2. Electronic listings of their division's requests for new equipment, 3. Electronic listings of their division's requests for travel, 4. Electronic listings of their division's requests for software and 5. Electronic listings of their division's requests for contracted services.
July 7 – July 31	Comptroller's Office compiles a working copy of the general operating fund budget for the Executive Budget Committee, who will meet to prepare the general operating fund budget's first draft.
August 4 - August 7	Executive Council members communicate to departments on the status of their budget requests. Budget Managers schedule meetings with President and Executive Budget Committee for appeals.
August 11- August 14	Executive Budget Committee meets to prepare the general operating fund budget's final draft.
August 21	The general operating fund budget is presented to the Board of Trustees for final approval.

Budget Calendar
Carl D. Perkins Grant
Fiscal Year 2004

Date	Activity
March 3	Perkins Bidder Conference DG 101 1:30 – 2:15pm
April 24	Perkins Application became Available on-line Password was sent to Perkins contact person
April 29	Workforce and Health Science Dept. Chairs were notified to meet with faculty and brainstorm on preliminary budget requests for Perkins
April 30	Program evaluation instruments and data was distributed to Workforce and Health Science Dept. Chairs
May 12	Program evaluation are due at the Perkins contact office
May 19 – 27	District level evaluation will be completed and will be keyed into the Perkins application along with program evaluation results
May 28 – 29	Unit leaders will begin preparing their Perkins budget requests
June 2	Requests will be forwarded to appropriate Dean and Prioritized
June 3	Dean and Executive Council Member will review requests and prepare division prioritized request list
June 4	Perkins Planning Committee will discuss priorities and review budget requests
June 5	Local plan will be reviewed and modified as needed
June 9	Priority requests will be presented to the President for approval
June 10	Perkins contact person will prepare grant application
June 11	Approved budget info. Will be keyed into Perkins application
June 11	Perkins contact person will meet with Chief Financial Officer for fiscal approval
June 12	Perkins Grant will be submitted electronically

Note: Deadline for submission is June 16. The target date is to complete the grant beforehand. Activities may be combined on certain dates to expedite the process.

INSTITUTIONAL INFORMATION

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

INSTRUCTION

1. To develop a student performance assessment plan by May 2003 for full implementation in Fall 2003.

2. To increase the College's percentage of contact hours completed while continuing to exceed the state average. *(THECB IE Measure 9)*

3. To increase the College's Fall-to-Spring retention rates of first-time-in-college students while continuing to exceed the state averages. *(THECB IE Measures 7 and 8)*

4. To increase the College's completion (graduation/transfer) rates of first-time-in-college students while continuing to exceed the appropriate state standards. *(THECB IE Measures 3, 4, 5, 6)*

5. To increase the number of the College's workforce education program graduates while continuing to exceed the state requirements. *(THECB IE Measures 10 and 14)*

6. To increase the placement (transfer/employment) rates for workforce education program graduates while continuing to exceed the state requirement of 90%. *(THECB IE Measures 11 and 15)*

7. To increase the placement (transfer/employment) rates for workforce education program non-completers/non-returners while continuing to exceed the state average. *(THECB IE Measure 12)*

8. To increase the College's continuing education/workforce development course enrollments to support the needs of the local industry. *(THECB IE Measure 13)*

STUDENT SUPPORT

9. To increase the proportion of women/men and minorities in all workforce education programs to be comparable to the College's overall enrollment according to state standards. *(THECB IE Measure 2)*

10. To implement processes and procedures that improve the advisement and counseling services to students by decreasing the performance gap identified in the Student Satisfaction Inventory. *(SSI 2002)*

11. To implement processes and procedures that improve the students' safety and security on campus by decreasing the performance gap identified in the Student Satisfaction Inventory. *(SSI 2002)*

INSTITUTIONAL SUPPORT

12. To finalize instructional, operational, and financial plans for the College's second campus by December 2002.

13. To implement processes and procedures that improve inter-departmental and institutional communication by decreasing the performance gap identified in the Campus Quality Survey. *(CQS 2001)*

14. To implement processes and procedures that improve employee teamwork and planning by decreasing the performance gap identified in the Campus Quality Survey. *(CQS 2001)*

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 2003-2004 Budget Manual has been developed to:

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

HIGHLIGHTS

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

- We have a tight budget calendar this year so it is important that all information required to compile the budget be prepared quickly. Please refer to the budget calendar for submission deadlines.

- No new regular personnel may be requested.

- Overtime budgets have been eliminated for all departments except the Police Department.

- **No** personnel reclassifications will be granted.

- Supplies (both expendable and instructional) are being cut 25%. However, instructional departments may have to make additional adjustments. See page 11.

- Equipment may **only** be requested to replace either unsafe or irreparable equipment. Replacement equipment will be capped at $25,000. The College will plan to expend an additional $175,000 for technological upgrades. Total new equipment for the College will be capped at $200,000.

- The Summary Worksheet will indicate whether an object is subject to zero base budgeting, prior year carry forward or a percent reduction.

- Budget request forms for contracted services, equipment, travel and software are provided for these specific budget items. Form **ORQ** should be used for any other zero based requests.

- 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.)

- 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 – 2002-2003 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's budget for each object – ZERO, PRIOR YEAR, N/A, INSTL and/or Minus X%..

If the basis is ZERO, zero base budgeting will be used to budget for that object (e.g. 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. An Excel file containing formats for priority lists will be distributed by e-mail.

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. Additionally, where budgets have been eliminated (i.e. overtime), no budget request will be necessary. These objects were designated with the 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 or new needs may submit budget requests for objects designated as PRIOR YEAR, N/A or Minus X% and treat 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.
2. Justification form(s) for each of the zero based objects – including exception objects treated as zero based.
3. Prioritized list for each justification form.
4. 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.

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 (e.g. 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 (e.g. 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. This listings are submitted to the Comptroller's Office.**

- **Executive Council members should submit a copy of the completed Summary Worksheet to the Comptroller's Office for each department in their division.**

- **Executive Council members should submit prioritized lists (on Excel) for zero based request for their divisions to the Comptroller's office**

- Comptroller's Office will compile a working copy of the General Operating Fund 2003-2004 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 2003-2004 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.

BUDGET GUIDELINES

CONTRACTED SERVICES category 30

The following objects are subject to zero based budgeting:

3265 – Professional Services - Audits
3300 – Membership Dues
3600 – Contracted Services
3608 – Licensing/ Certification
3690 – Tax Collection
3720 – Services/Handicapped

- Requests for the above objects 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.

EQUIPMENT category 40

The following objects are subject to zero based budgeting:

4160 - Equipment
4163 – Lease Purchase
4171 – Maintenance Agreements
4172 - Repairs
4173 - Rentals

- Requests for the objects above 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 budgeted for 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

SUPPLIES category 50

The following objects are subject to zero based budgeting:

5190 – Audio/Visual
5455 – Software (see instructions for software budgeting below)
5540 – Uniforms

- Requests for the objects above must be justified using form ORQ (software requests require form SRQ)

- A prioritized list must be submitted to facilitate the evaluation of request.

Expendable Supplies (object 5450)
All departments with expendable supply budgets will have their budgets cut by 25%. Your department's FY 2004 expendable supplies budget request has been calculated and included in your Summary Worksheet.

Instructional Supplies (object 5200)
Planning the instructional supplies budgets will require two steps.

First, all instructional supplies budgets will be cut by 25% from the FY 2003 initial budget. This new calculated amount has been included on your Summary Worksheet.

Second, instructional departments will have to either increase or decrease their budget requests based on the department's percent increase or decrease in contact hours (rounded to the nearest whole percent). This percent may be found in the **Analysis of Estimated Revenues and Expenditures by Instructional Department & DE – 2002-2003 Base Year** prepared by the Office of Institutional Effectiveness – Research & Planning. The most recent revision, dated April 16, 2003, was distributed to all Deans and Department Chairs.

For example, if your department's contact hours grew by 6.6%, your FY 2004 budget request should be 18% (25% minus 7%) less than your FY 2003 initial budget. Conversely, if your department's contact hours dropped by 10.2%, then your fy 2004 budget request should by 35% (25% plus 10%) less than your fy 2003 initial budget.

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.

BUDGET GUIDELINES

TRAVEL objects 6110, 6111, 6115, 6118 6119 & 6800

- 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.

Keep in mind the following:

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

STUDENT EXPENSES category 70

The following objects are subject to zero base budgeting

7100 – Student Promotions
7114 – Travel, Administrative
7130 – Travel Students
7131 – Travel Recruiting
7282 – Graduation Activities
7300 – Scholarships
7360 – Contracted Services
7656 – Entry Fees
7840 – Officials
7860 – Programs
7868 – Awards
7870 – Drama Production
7871 – Opera Workshop
7872 – Dance Production
7873 – Symphony Production
7874 – Guitar Production
7875 – Exhibits
7876 – Mariachi Palominos
7877 – LCC Cheerleaders
7952 – Student Publications

- Budget requests must be justified using form ORQ.

- A prioritized list must be submitted to facilitate the evaluation of requests.

EXPENSE OBJECTS

LAREDO COMMUNITY COLLEGE

<div align="center">

OBJECT NUMBERS

</div>

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, ADJUNCT
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
1251	SAL INS, DE ADJUNCT
1300	SAL STAFF TEMPORARY
1301	SAL PROFESSIONAL P/T
1302	SAL STAFF REGULAR P/T
1401	SAL STUDENT ASSISTANT
1402	SAL STU INST OFF CAMPUS
1403	SAL STUDENT CWS STATE
1404	SAL STUDENT CWS FED MATCH
1405	SAL STU CWS FED OFF CAMPUS
1411	INVENTORY/PRINT SRVC
1440	INV DEPT SUPPLIES
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
3224	TELEPHONE R&A
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
3270	ELECTIONS
3280	REPRESENTATION ACTIV
3290	SPECL EXPENSE DEPT
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, ALLIED HEALTH
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, E WEST B

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
3530	REPAIRS & ALT,T-30
3531	REPAIRS & ALT, CAFETERIA
3532	REPAIRS & ALT, ARECHIGA
3533	REPAIRS & ALT, MARAVILLO GYM
3534	REPAIRS & ALT, P-34
3535	REPAIRS & ALT, BLDG P-156
3536	REPAIRS & ALT, BLDG P-49
3537	REPAIRS & ALT, MUSIC/DANCE
3538	REPAIRS & ALT,BLD.P5&6
3539	REPAIRS &ALT,MOORE BL
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, QTRMAN H
3547	REPRS & ALT,P116 OPH
3548	R&A,OLD BOOKSTORE
3549	REPRS & ALT,OLD HR
3550	R&A,OLD BAKERY
3551	R&A,P-39
3552	R&A,P-158
3553	R&A,P-10/11
3554	GENERAL CAMPUS INPROVEMENT
3555	R&A,P-35
3556	R&A,P-28
3557	R&A,P-14/169
3558	R&A,ENVIRON.SC.CEN
3560	UTILITIES GAS
3565	UTILITIES WATER
3566	UTILITIES WATER REIM
3570	UTILITIES ELECTRIC
3577	RESERVE FOR IMPROVMN
3578	RESERVE INS PROCEEDS
3580	ENERGY PROJECT
3581	STORM WATER MGT PROJ
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
3736	FINE ARTS CENTER
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
3761	CONSTR SCIENCE LAB
3770	LIGHTING RETROFIT
3796	BOND ISSUANCE COSTS
3798	A/E FEES
3830	VEHICLE LEASE
3875	EXHIBITS REGULAR
3920	STUDENT PUBLICATIONS
3945	EXP DIST. COPY SVCS
4160	EQUIPMENT
4163	EQUIPMENT LEASE PURCHASE
4171	MAINTENANCE AGREEMENT
4172	REPAIRS EQUPMENT
4173	RENTALS EQUPMENT
4174	REPAIRS GYM EQUIPMENT
4200	GOVERNMENT DOCUMENTS
4300	LAND PURCHASE
4329	SPECIAL EXP DEP EQUIPSE
4410	BOOKS, SERIALS, MICROFILM

4412	BOOKS, MAGAZINE SALE
4444	DEPRECIATION EXPENSE
4530	MAINTENANCE, VEHICLE
4891	COMPUTER UPGRADE
5190	SUPPLIES AUDIO VISUAL
5200	SUPPLIES INSTRUCTION
5201	INST SUPPLIES HANDICAP
5205	SUPPLIES REFRIGERANT
5212	POSTAGE
5450	SUPPLIES EXPENDABLE
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
7404	TGSL SCHOLARSHIP
7405	TX NATL GUARD PR
7410	SRVS HANDICAP STUS
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
7877	LCC CHEERLEADERS
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
8881	UNALLOCATED
8900	**ALL AGENCY ACCOUNT EXPENSES**
8910	PRIOR YEAR ADJUSTMENTS
8990	EXP DISTRIBUTION, INTERNAL
8999	EXP DISTRIBUTION, EXTERNAL
9770	INDIRECT COST
9990	BAD DEBT EXPENSE

BUDGET REQUEST FORMS

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 2003-2004 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: _____

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: _____

LCC 2003   **FORM SRQ**

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: _____

LCC 2003   **FORM CRQ**

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.

LCC 2003   **FORM TRQ**

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: _____

LCC 2003   FORM ORQ