

NCTA Internal Budgeting Procedures

November, 2015 version

This document describes the internal NCTA budgeting procedures

for:

1. Learning capital equipment budgeting process

All budget requests are to be delivered electronically to this address: NCTA-BudgetOffice@unl.edu.

LEARNING CAPITAL EQUIPMENT BUDGETING PROCESS

This process will facilitate the development of a plan for the acquisition of equipment for use in our teaching environments. Budget planning will help us provide new and innovate equipment as we strive to help our students develop their skills for a stronger agriculture industry. Please provide proposed capital requests for potential purchase for the next academic year. Please be as accurate as you can be with equipment costs.

1. Use this form to submit your specific equipment needs.
2. This process will be used to allocate funds for purchasing new or replacement equipment, not for repair of existing equipment.
3. For budgeting purposes, annual payments on previous purchased items and other annual expenditures (fees, license fees, etc.) against this budget will be allocated first. After those commitments have been met, the remaining budget will be used to fund equipment purchases based on priorities until all funds are expended.
4. Approval of expenditures will be approved by Dean's Council.
5. Complete a separate form for each different piece of equipment.
6. Forms must be submitted electronically to NCTA-BudgetOffice@unl.edu by November 2. Information will be compiled and presented in November at Dean's Council for discussion with approval following in December.
 - a. November Budget Committee – Recommendation
 - b. Week 1 December Dean's Council – Discussion
 - c. Week 2 December Dean's Council – Recommendation
 - d. July –Divisional secretaries will facilitate purchase of approved equipment

Request for Learning Capital Equipment Funds

Process:

This process will facilitate the development of a plan for the acquisition of equipment for use in our teaching environments. Budget planning will help us provide new and innovate equipment as we strive to help our students develop their skills for a stronger agriculture industry. Please provide proposed capital requests for potential purchase for the next academic year. Please be as accurate as you can be with equipment costs.

1. Use this form to submit your specific equipment needs.
2. This process will be used to allocate funds for purchasing new or replacement equipment, not for repair of existing equipment.
3. For budgeting purposes, annual payments on previous purchased items and other annual expenditures (fees, license fees, etc.) against this budget will be allocated first. After those commitments have been met, the remaining budget will be used to fund equipment purchases based on priorities until all funds are expended.
4. Approval of expenditures will be approved by Dean's Council.
5. Complete a separate form for each different piece of equipment.
6. Forms must be submitted electronically to NCTA-BudgetOffice@unl.edu by November 2. Information will be compiled and presented in November at Dean's Council for discussion with approval following in December.
 - a. November Budget Committee – Recommendation
 - b. Week 1 December Dean's Council – Discussion
 - c. Week 2 December Dean's Council – Recommendation
 - d. July –Divisional secretaries will facilitate purchase of approved equipment

Name and contact information for unit requesting funds:

General Information:

Division:

Requestors Name:

Proposed room number where equipment will be housed:

Person responsible for managing the equipment:

Category (please select one by typing "yes" next to the appropriate category):

- Safety or broken – Tier 1
- Obsolete – Tier 2
- Program Growth – Tier 3
- New Technology – Tier 4
- Enhances current learning activities – Tier 5

Dollars requested:

Cost of Equipment (quantity x cost):	\$
Cost of delivery:	\$
Cost of Installation:	\$
Cost of training:	\$
Total cost:	\$

Justification:

1. What is the life expectancy of the equipment?

2. How many courses will be impacted by the equipment per semester?
 - a. Fall –
 - b. Spring –
 - c. Summer –

3. Is the requested equipment related to a proposed new course or division?
4. Justification of new equipment: Value added, impact of requested equipment will have on enrollment, recruitment, partnerships, etc.?
5. How will the curriculum be modified or advanced if the request is approved?
6. Has the requested equipment been recommended by the advisory committee?
 - a. Date and meeting minutes to reflect above.
7. Have corporate partners been explored for education discounts or donations? If yes, please explain and identify discounts or donation values.
8. Please include the following:
 - a. Name of Company
 - b. Contact person
 - c. Address
 - d. Contact phone number
 - e. email

Please explain how this request is prioritized in the strategic plan:

Budget committee recommendation:

Dean's Council recommendation:

Final outcome: