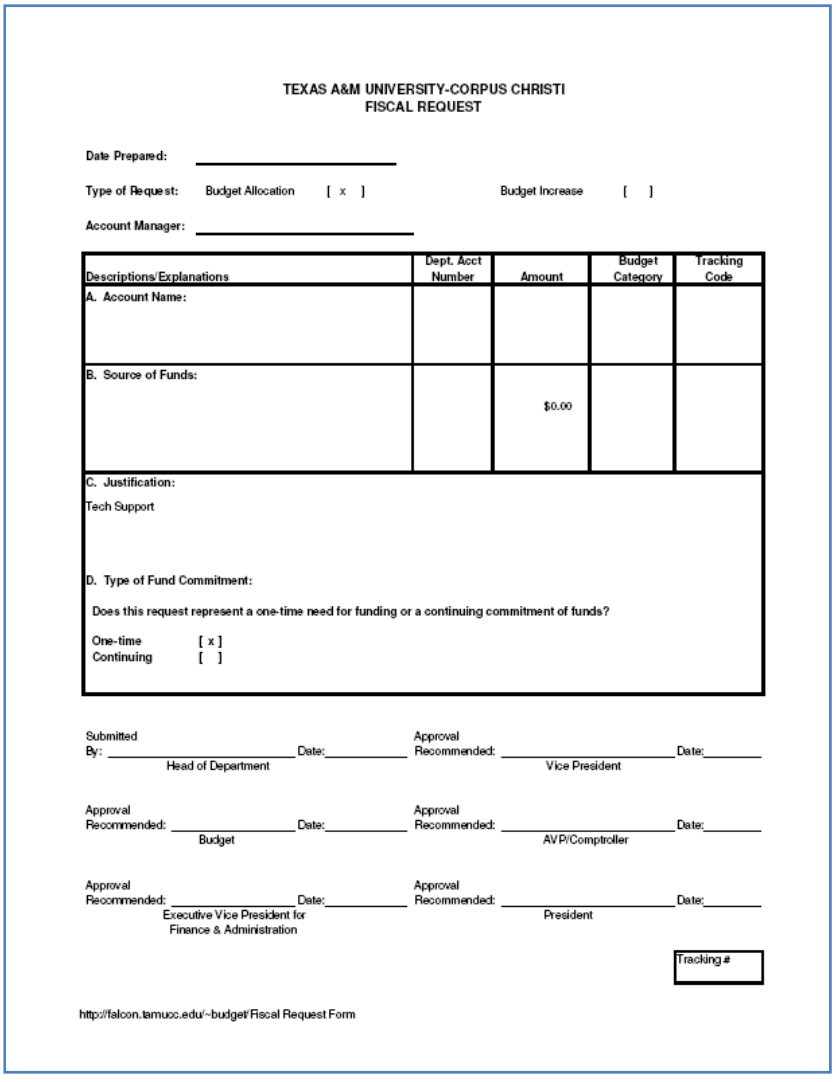
Section 15.01
FISCAL REQUEST

A fiscal request is a request of funds by a department for funds not currently budgeted for. A fiscal request stating the justification for the request and the source of funds along with Department Head and VP approval must be submitted to budget. Budget reviews and forwards the request to the Associate VP, Executive VP and President for final approval. The illustration below is an example of the fiscal request document. The fiscal request form is available on the budget website.



TEXAS A&M UNIVERSITY-CORPUS CHRISTI
FISCAL REQUEST

Date Prepared: _____

Type of Request: Budget Allocation [x] Budget Increase [ ]

Account Manager: _____

Descriptions/Explanations	Dept. Acct Number	Amount	Budget Category	Tracking Code
A. Account Name:				
B. Source of Funds:		$0.00		

C. Justification:

Tech Support

D. Type of Fund Commitment:

Does this request represent a one-time need for funding or a continuing commitment of funds?

One-time [x]
Continuing [ ]

Submitted By: _____ Date: _____ (Head of Department)

Approval Recommended: _____ Date: _____ (Vice President)

Approval Recommended: _____ Date: _____ (Budget)

Approval Recommended: _____ Date: _____ (AVP/Comptroller)

Approval Recommended: _____ Date: _____ (Executive Vice President for Finance & Administration)

Approval Recommended: _____ Date: _____ (President)

Tracking #

http://falcon.tamucc.edu/~budget/Fiscal Request Form