

VIRGINIA STATE UNIVERSITY

BUDGET REQUEST FORM: FY 2021

UNIT:	PERSON COMPLETING FORM:
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Please explain the emergency, unanticipated, unavoidable or new budget request. Fully explain how the request ties to the Universities strategic initiatives.

#	REQUEST CATEGORY	REQUIREMENTS	ADDITIONAL COST EXPLANATION
1	EXAMPLE: New academic requirement for STEM	a. Additional professors needed to teach STEM classes for first and second year students	Cost to include 2 new professors at 45,000 each with benefits. Total anticipated cost is \$117,000, assumes a 30% benefit rate.

Approvals

Dean or Director _____ Date _____

Vice President _____ Date _____