

Orange County Community College

Planning and Budget Instructions 2015-2016

PIP: Planning and Resource Allocation for Institutional Effectiveness

All departments must reflect upon their goals from the 2014-2015 year and develop goals for the 2015-2016 year as part of the planning and budgeting process. Goals will be entered into the planning module in the PIP system, within the area designated as “plan or plan summary”. The modified PIP system will support the efforts we are making as a College to bring together our planning, resource allocation, and assessment practices.

Budget Forms are available on the SUNY Orange website at:

<http://www.sunyorange.edu/businessoffice>

Contract Services:

Non-contractual maintenance, office supplies, instructional supplies, etcetera, including inflationary increases should be budgeted where appropriate. Provide justification for maintaining the current funding level, and decreases or increases for each line item. The Business Office will budget all lease agreements and existing maintenance agreements. Departments should include any new maintenance agreements first initiated in academic year 14-15.

Equipment:

Please identify all current equipment needs in your budget request and if possible, indicate if the item will be purchased from the College operating budget, grant funds, or a contribution from the Education Foundation. Include any and all requests for equipment with your budget submission. If your equipment request is for a new laptop or PC, identify the recipient by name including their room number

Capital equipment is any item valued at \$500 or more. A justification for inclusion must be provided that meets the College mission and goals. All equipment line account numbers begin with an **8XXX**.

Any equipment valued less than \$500 should be included in supply lines, and is not considered to be capital equipment. These items should be coded in a contract service line such as: Computer Equipment Non-Capital, account 7305. All “Contract Service” account numbers begin with a **7XXX**.

Information:

The following forms must be completed if your department is requesting: a new Position, Capital Equipment, Room Renovations, a Work-study Student, Overtime for your department, or Part-time/Seasonal workers.

- Position Request form. This form is for informational purposes only to identify future departmental needs. The process in place for adding and filling positions remains a function of Cabinet.
- Civil Service Over-time/Part-time/Overtime. This form will identify any additional hours and workers needed in your department.
- Capital Equipment Request. This form requires the justification and prioritization of the request, identification of the funding source if known, and the recipient and room number for PC/Laptop request. This form will provide an overview of all equipment needs for consolidation of resources and planning purposes for administration.
- Classroom/Office Renovation form. This form must be completed if you have approved renovations planned for your area. It will assist the Facilities and IT Departments plan their budgets and assist in the prioritization of their plans to meet your deadlines.
- Certification Form. This form, when signed, will certify that the departmental budget request supports the Mission and Goals of the College.
- Budget Authorization Form. This form will update Business Office records by indicating individuals, who have budget signing authority, for the department.
- College Work-Study Request Form. If you are requesting College Work-Study students, please return the completed request form directly to Career Services, attention Petra Wege-Beers.

All departments must complete the Contract Services form, Certification form, and Budget Authorization form.

We are available to meet with you individually on one of the scheduled days to review your budget request or to answer your budget questions. Please see the Planning and Budget Calendar for the dates and times reserved to meet with you to answer all your budget questions.