READING HOSPITAL SCHOOL OF HEALTH SCIENCES
NURSING PROGRAM
POLICY NO. 501

SUBJECT: Operating Budget Request Form

Responsibility of: Program Director
Originated: August, 2008 Revised: February, 2013 Reviewed: February 2013

Purpose
To provide each faculty member a means of input into the development of the Operating Budget

An operating budget item is anything that costs less than $2000.00

Procedure
Each fiscal year the nursing program is required to submit a list of our educational needs for the next year. This may include items such as:

- minor equipment
- books
- videos
- traveling and training

Use the Operating Budget Request Form to submit your requests and include:

- explanation of why the item is needed
- how often item will be used per year
- how many courses will use it
- picture - if possible

Prioritize the list, if making more than 1 request

The request must be submitted to the Program Director by January 15.

Reading Hospital School of Health Sciences
Operating Budget Request Form
(Use for items under $2000.00)

1. Date:_____

2. Name of individual making the request:_____

3. Describe Item (Must include manufacturer and details of the item requested.) Provide picture and company info if available:

4. Explanation of why item is needed (Describe benefits to students, faculty/staff, institution or patients):

5. Course(s) using item

6. How often will this item be used?

7. Describe the costs associated with any special in-service education required to educate regarding the use of the item:

8. Describe any fees or costs associated with maintenance of requested item (Is a contract available?)

9. Total cost of item _____