**Instructions:** Complete 1-4 below then email to [HR@sjisd.wednet.edu](mailto:HR@sjisd.wednet.edu) and cc Jose and Fred. When budget calculations are complete request will be delivered to Fred for final approval.

**Submitted by:** Click to enter text. **Program:** Click to enter text.

**Date:** Click arrow to select date.

# Step 1 Request Details

**1. Description of Request:** Click to enter text.

**2. Description of Need:** Click to enter text.

**3. MSOC:** Supplies $Click to enter $. Services $ Click to enter $. Travel/training $ Click to enter $.

**4.  One-time Expense  Ongoing Expense**

# Step 2 HR Review

**HR: Staffing Calculations Date:** Click arrow to select date.

**Staffing cost: $** Click to enter $.

**Comments:** Click to enter text.

# Step 3 Fiscal Review

**Budget Manager: Fiscal Review Date:** Click arrow to select date.

**Grand total expenditures:** $ Click to enter $. **Revenue:** $ Click to enter $.

**Budget Source(s):** Click to enter.

**Comments:** Click to enter text.

# Step 4 Superintendent Decision

**Superintendent Approval Decision Date:** Click arrow to select date.

**Approved  Not Approved**