OXNARD COLLEGE

FY2017-18 RESOURCE REQUEST FORM

Instructions: *(fill out one form per request)*
Please provide your resource request information with the amount requested and priority number below. Also, provide a brief justification for the request and indicate which criteria and fund source this request is related to (see legend below for options). If more than one criteria, please specify.

This form is to be used for any staffing, equipment, supplies, or other campus need, and should be related to, and consistent with a recent program review in your program/department area. If the requested items/services require funding beyond the 2013 fiscal year, indicate which college plan supports this ongoing need and provide any additional data or information that will support this request.

Program Name: Admissions and Records Office

Resource Description: A&R Travel Budget Line Item

Amount Requested: $ 3,000 **Priority:** High Priority **Criteria:** P, EMP, PI

HS-Health/Safety	**EG**-Enrollment Growth	**DSP-**District Strategic Plan	**CSP**-College Strategic Plan
ADA-American Disabilities Act	**P**-Productivity	**TP-**Technology Plan	**FMP**-Facilities Master Plan
OC-Federal/State Mandate	**EMP**-Educational Master Plan	**PI-**Program Improvement	**PER-**New/Replacement Faculty/Staff
TCO-Total Cost of Ownership (Related to New Buildings/Programs Only)			

Justification (Please explain in the space below. If needed, you may provide up to one additional, typewritten, 8 ½ x11 sheet of paper or attach appropriate supporting documentation (i.e. PEPR)). In your justification, please include the Student Learning Outcome this supports and the impact it will have. Also, specify any facility or technology need that will be required as a result of this request.

The Admissions and Records Office does not have a line item for travel. Professional development funds are always requested when attending a conference. The Professional Development Committee (PDC) has recommended on more than one occasion that a line item be added to the A&R budget for travel. The PDC feels that attending the annual CACCRAO conference is crucial and the Registrar should not have to apply for professional development funds every year. Attending this conference is essential to ensure A&R is kept abreast of the many regulations and Title 5 changes. The lack of a line item for travel in our budget will pose an issue if the Registrar is not able to secure the necessary travel funds. Attending this conference is crucial in order for the college to stay in compliance and necessary for the Registrar to receive the proper training. A travel item will also allow other A&R staff to attend pertinent professional development opportunities.

Submitted by: Joel Diaz Date: 2-13-17

RECOMMENDED BY DEAN/MANAGER/ SUPERVISOR: _____ Date: _____

Fund Source: GF

GF-General Fund	**PER**-Perkins
S-STEM	**TA**-Trust/Agency
BS-Basic Skills	**CP**-Capital Projects
G-Grant Funds	For Capital Requests Only

For Business Office Use Only:

PBC Reviewed & Ranked: _____ Date: _____

Approved Vice President: _____ Date: _____

President: _____ Date: _____