**EXHIBIT Q**

**FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE**

**Other\* Operating Expense Decision Package**

|  |  |  |  |
| --- | --- | --- | --- |
| Cost Center: |  | Budget Year: |  |
| Person Initiating Request: |  | Extension**:** |  |

|  |  |
| --- | --- |
| **Expense:**  | **Consequences if not funded:**  |
| **Cost by Line Item (if known):** |
| **Account No.**  | **Account Title** | **Reason for Change** |  | **Current****Budget** | **Anticipated****Budget** | **Budget****Change** |
|  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  | **Total** |  |  |  |  |  |
|  |  |
|  |  |  |  | **Date:** |  | Priority |
| **Approval:** |  | **Department Chairperson:** |  |  |  |  |
|  |  | **Division Chairperson:** |  |  |  |  |
|  |  | **Dean/Director:** |  |  |  |  |
|  |  | **Appropriate Associate VP:** |  |  |  |  |
|  |  | **Senior Vice President/Vice President:** |  |  |  |  |
|  |  | **Senior Vice President for Business and Finance** |  |  |  |  |
|  |  | **President:** |  |  |  |  |

**\*Other expense means other than personnel, equipment, or facilities. This form should be used for exceptional expenses, not routine “other costs” items.**

**ADDITIONAL DETAILED INFORMATION OR EXTENUATING CIRCUMSTANCES MAY BE PROVIDED ON THE BACK OF THIS FORM.**