**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** | |
|  | | |  |  |  | |  | | |  | |  |  |  | |
|  | | |  |  |  | |  | | |  | |  |  |  | |
|  | | |  |  |  | |  | | |  | |  |  |  | |
|  | | |  |  |  | |  | | |  | |  |  |  | |
|  | | |  |  |  | |  | | |  | |  |  |  | |
|  | | |  |  | **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.**