**FY2025 Extraordinary Budget Request**

Funding requests for one-time expenses.

Department Name: Department Org Code: Submitter Name:

**ITEM #1** Short Description Total Amount $

(to identify item): (one-time funds)

Ranking Funding: One-Time Other

(Rank the items you are submitting in order of importance) (Only select 1 box above)

Please answer Yes or No to the following questions:

NO

YES

1. Will the area require any modifications to accommodate equipment (i.e. utilities)?

YES

NO

2. Does the item require special handling to install (i.e. heavy equipment, etc.)?

YES

3. If the cost exceeds $10,000 - is the product/service available from MHEC or CommBuys contract?

NO

4. Will this item require IT to be involved in the operation, installation, or maintenance, etc.?

YES

NO

<<Enter ITEM #1 Narrative Here >>

**ITEM #2** Short Description Total Amount $

(to identify item): (one-time funds)

Ranking Funding: One-Time Other

(Rank the items you are submitting in order of importance) (Only select 1 box above)

Please answer Yes or No to the following questions:

NO

YES

1. Will the area require any modifications to accommodate equipment (i.e. utilities)?

YES

NO

2. Does the item require special handling to install (i.e. heavy equipment, etc.)?

YES

3. If the cost exceeds $10,000 - is the product/service available from MHEC or CommBuys contract?

NO

4. Will this item require IT to be involved in the operation, installation, or maintenance, etc.?

YES

NO

<<Enter ITEM #2 Narrative Here >>

**ITEM #3** Short Description Total Amount $

(to identify item): (one-time funds)

Ranking Funding: One-Time Other

(Rank the items you are submitting in order of importance) (Only select 1 box above)

Please answer Yes or No to the following questions:

NO

YES

1. Will the area require any modifications to accommodate equipment (i.e. utilities)?

YES

NO

2. Does the item require special handling to install (i.e. heavy equipment, etc.)?

YES

3. If the cost exceeds $10,000 - is the product/service available from MHEC or CommBuys contract?

NO

4. Will this item require IT to be involved in the operation, installation, or maintenance, etc.?

YES

NO

<<Enter ITEM #3 Narrative Here >>

**ITEM #4** Short Description Total Amount $

(to identify item): (one-time funds)

Ranking Funding: One-Time Other

(Rank the items you are submitting in order of importance) (Only select 1 box above)

Please answer Yes or No to the following questions:

NO

YES

1. Will the area require any modifications to accommodate equipment (i.e. utilities)?

YES

NO

2. Does the item require special handling to install (i.e. heavy equipment, etc.)?

YES

3. If the cost exceeds $10,000 - is the product/service available from MHEC or CommBuys contract?

NO

4. Will this item require IT to be involved in the operation, installation, or maintenance, etc.?

YES

NO

<<Enter ITEM #4 Narrative Here >>