



## Beyond the Scope of the Budget Request

Requests must come from the Division Dean or  
Department Manager to the appropriate VP.  
The Vice President will take the request to President's Cabinet for approval.

Date		Department	
Amount Requested		Requested By	
Description of Need			
Department/Division Approval Signature		Date	
Account Number		Amount Approved	\$
Comments			
President's Signature		Date	

Beyond the Scope of the Budget (BSB): A request for funds that was not included in the Annual Resource Reviews and cannot be funded within the department's or division's allocated budget.