

SAC RESOURCE ALLOCATION REQUEST (RAR) PROCEDURES

This process intends to link college Resource Allocation Requests to department/division goals, the college mission statement, strategic plan, student learning outcomes (SLOs) for academic departments, service learning outcomes (SLOs) for administrative/support departments and the Planning and Budget Committee's established budgeting priorities. The allocation request form outlines the college mission statement and budget priorities for easy reference.

Steps for allocation request are as follows:

1. Budget Priorities are determined and approved by SAC Planning and Budget Committee. **(January)**
2. Administrative Services sends out Resource Allocation Request forms to College President & Area VP's. **(By 1st Friday in March)**
3. College President & Area VP's will then send out to appropriate division Deans and Managers. **(March)**
4. President's Office, Administrative Services, Student Services and SCE: **(March – May)**
 - College President & Area VP's work with their direct reporting Deans, Managers, Faculty, and staff to prioritize RARs.
 - RARs should include items considered outside of normal operating needs (new furniture, software, instructional supplies, instructional equipment, and short term personnel).
 - The requests need to be prioritized with direct ties to college budget priorities, mission statement, and intended outcomes. Please only include items **not** funded by other college funding sources.
5. **Academic Affairs: (March – May)**
 - Division Deans forward RAR forms to Department Chairs.
 - Department Chairs work with faculty to identify needs. The form needs to include items that have been identified and justified in department program review.
 - RARs are submitted to Division Deans for review.
 - Division Dean along with Department Chairs meet to rank division RARs.
 - Vice President, Division Deans and Faculty Representatives meet to prioritize RARs for submission.
 - RARs should include items considered outside of normal operating needs (new furniture, software, instructional supplies, instructional equipment, and short term personnel).
 - The requests need to be prioritized with direct ties to college budget priorities, mission statement, and intended outcomes. Please only include items **not** funded by other college funding sources
6. All program area prioritized RARs and any supporting documents are submitted to campus Budget Office. **(By 1st Friday in June)**
7. After Board of Trustees approves the Adopted Budget **(September)**, Campus Budget Manger identifies available funds for RARs. Available funding totals are then brought before Presidents Cabinet for final approval. **(September)**
8. Cabinet members review and approve prioritized Resource Allocation Request. **(September/October)**
9. Budget Office funds all approved items. **(October)**
10. Funded RARs, along with budgeted account strings are posted to Administrative Services website. **(October)**

Please direct any questions to The Director of Campus Budget & Accounting, 714-564-6598