

LA SALLE UNIVERSITY
Mandated Cost Increase or Priority Project Funding
Fiscal Year 2005-06

FORM
5707

I. DEPARTMENT INFORMATION:

Budget Number: Banner Organization Number

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DEPARTMENT NAME: _____

DEPARTMENT HEAD SIGNATURE: _____

II. COST SUMMARY

	Dollars Only (no cents)
SALARIES	
EXPENSES	
CAPITAL	\$

TYPE OF REQUEST (check one):

Mandated Cost Increase (See definition below)

Priority Project

III. SHORT TITLE: _____

IV. DESCRIPTION:

END-OF-DESCRIPTION

CHECK BOX IF SUPPLEMENTAL MATERIAL IS ATTACHED

INSTRUCTIONS FOR FORM 5707:

This form will be reproduced for presentation to the Budget Committee and other appropriate reviewing bodies.

- Type** all information and complete all sections.
- In Section II, provide the financial total and breakdown requested. Be sure to indicate if the request is considered "mandated" or "priority". *Note:* Requests should be coded "**Mandated**" **ONLY** if the purpose of the funding is to pay for a cost that is mandated by an *external* source/body over which the University has no control and for a function/purpose for which we have no choice but to continue. (i.e government mandated employer taxes). Casual use of this designation could cause an item to be excluded from consideration because of the timing of when the request would surface in it appropriate classification.
- In Section III, give a brief title/description by which this project/request will be referred.
- In Section IV, provide a summary description for the project or the need for increased funding. The description should be succinct enough to fit in the space provided but complete enough to furnish adequate information for a full understanding by the reader of the request.
- KEEP A COPY OF THE COMPLETED FORM.** If this request is approved, the information from this form must be entered on the Departmental Budget request form 5703.

Dean	Date	Provost/Vice President	Date
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