



## Budget Request Form FY2014

*Department should complete one form for each individual request*

**Department:** MSC Student Programs Office

**Program, Service, or Operation Requested**

*Operation*

SSFAB Use Only	
YES	NO

**General Description:**

*Storage space in the MSC for our department's committees and administrative needs*

**Request Type:**     Full     Increase     One-Time     Partial/Matching

**General Questions:**

***How does this increase impact students, and what motivated this request (needs, strategic planning, etc.)?***

Our department has a significant amount of physical resources that need to be stored in a location that will only be accessible to the appropriate groups (e.g. MSC Aggie Cinema outdoor screen, MSC Town Hall sound and lighting systems, etc.). This equipment is integral to the success of our programs which we plan for all of campus and offer low cost/free programs for the A&M community.

In the past we were allocated storage space in the MSC free of charge. If we do not receive funding for this storage, we will have to reallocate programming money to cover the costs.

***How do other sources of funding (fundraising, sponsorship, reserves, etc.) been considered? Please explain.***

The funding for our programs comes from various areas such as: fundraisers, Former Student Donations, MSC departmental allocations, sponsorships from A&M departments, and the Association of Former Students. However, we typically only request funds from these sources for our programmatic needs. We do not envision any of these entities wanting to donate money for the rental of storage space

***Generally, what assessment tools will you use to evaluate this program/service?***

We will assess that this system is effective by continually inventorying our equipment to ensure that everything is accounted for and stored securely.

**Funding Description:**

	Dollar Amount
<b>Total Estimated Cost</b>	<b>\$3,648.00</b>
Storage rental for all MSC Committees and Administration	
<i>Less Estimated Partial/Matching Funds (if applicable)</i>	
<b>TOTAL UAF INCREASE REQUEST</b>	<b>\$3,648.00</b>

*SSFAB Comments/Notes:*

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