

Romulus Central School District
The small School with the **BIG** Idea

2000-01 Budget Requisition Summary Sheet

Name _____ Grade/Dept. _____

Please list below by budget category the dollar amounts you estimate will be needed to support your portion of the school program during 2000-01. Please be frugal in your estimates, but DO let us know about anticipated needs (new text series, etc.). You do NOT need to provide vendors or per item dollar figures at this time. Once the dollar allocations have been approved, your supervisor will advise you of your allotment in each area, and you will be instructed to provide details related to the purchase. We do anticipate using your workstations for the requisition entry again this year, with the improved format from last Spring. Thank you for your help in planning effectively for the first school year of the 21st Century.

Category	2000-01 Amount		Rationale/ Explanation
	Requested	Approved	
Example: Equipment Texts	900 400		Lab Equipment for Digital Monitoring New Anthology of Short Stories (20@ \$20)
200 Equipment Items over \$500 + repairable			
250 Hardware Computer related equipment			
400 Professional Services 402 Conference/Travel 410 Service Contract 420 Equip. Repair 432 Equip Rental 438 Membership dues 479 Miscellaneous			
400 TOTAL CONTRACTUAL			
460 Software Rationale required			
480 Textbooks			
490 BOCES Expense			
500 Material/ Supplies			
TOTAL			
+10% Shipping & Handling			Supervisor's Comments
GRAND TOTAL:			
APPROVED TOTAL			
REQ20001			