Process for Meeting Basic Supply Needs

Approved by Joint Meeting of Budget and P.I.E. Committees, May 8, 2014

Background
During the budget downturn and reduced budgets, supply budgets were cut college-wide. The result is that divisions and departments do not have sufficient resources to meet their operational needs. In extreme situations, special requests are made to the Budget Committee for funding to purchase critical supplies.

The difficulty presented by the current practice has been identified and highlighted in the most recent process to prioritize resource requests, which included basic supplies in a number of cases, as well as in the Recommendations from the 2014 Joint PIE/Budget Committee meeting. The Budget Committee and the PIE Committee have identified the need to develop a more efficient and effective budgeting process for consumable supplies; this process is developed for implementation for the 2014-2015 fiscal year. Now that State funding levels are beginning to increase from the previous low point, restored approximately to the 2008 levels, this is a practical time to institute a new budgeting process for supplies.

Current Practice
The supply budget for most units was zero-ed out in about 2008-09, as is the current practice. This practice makes purchasing supplies difficult and sometimes impossible. For example, the Admissions and Records Office did not have funding to purchase diploma paper, and had to make a special request to the Budget Committee for funding, which was forthcoming.

Moving Forward
The usual budget practice is to base allocations on prior year expenditures. This historic information has been lost for supply budgets. The suggested process will provide for a transitional period where baseline needs for each unit can be re-established. The suggested process represents a hybrid zero-based budget concept, applied to only the Supply line item, which will be built up from the current funding level of $0 based on new expenditure data.

Process
The three broad areas of the college will be handled separately, under the direction of each Vice President. A central supply fund will be created for each division. The size of the fund will be based on a systematic analysis of the Supply needs for each unit. The analysis should draw on program review requests and other sources of information.

As a unit needs Supplies, they would place a request with the Vice President. The funds would be transferred via eBTA to the receiving unit for expenditure. Over a few years, a baseline level of supply need will be established. When this is stabilized, the needed amount will be allocated to each unit during the budget preparation process.

Within Academic Affairs, Division chairs will be informed of the process for obtaining Supplies. Division chairs will submit requests on behalf of their Divisions.