Departmental Budgeting Process

1.1 Authority

The William M. Davies, Jr. Career & Technical High School (Davies) Business Office supports the inclusion of the academic and technical departments in the allocation process of the schools' annual funding for educational supplies.

1.2 Policy

Davies Business Office will provide a Departmental Budget Template to the Department Chairperson/Budget Designee on an annual basis for purposes of soliciting input and allowing departments to request their budgetary needs each year. The template is to be completed by each academic and technical department in a collaborative manner with all members of the respective departments. The collaborative manner will ensure that all faculty members can express their educational supplies requirements to their Department Chairperson for the school year. The completed Departmental Budget Template shall be returned to the Business Services Coordinator by the requested due date each year.

1.3 Procedure

1. After referring to the "State/Davies Purchasing Policy and Procedures", complete a Departmental Budget Request Form and deliver completed forms to the Business Services Coordinator.
2. The Business Office shall meet with the Director as well as the Supervisors of Academic Instruction, Technical Instructions, and Student Supports to review the Department Budget Request Forms.
3. The Director shall determine the appropriateness of the request, and the amount of funding available to allocate to each academic and technical department.
4. The Business Service Coordinator will edit the budget requests to reflect any changes by the Director.
5. The Business Services Coordinator will distribute revised, approved budgets back to each department at the start of each school year.