**C&IT Project Budget Information Form**

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| --- | --- | --- |
| **Project Name:** |  | |
| SLT Member | |  |
| Director / Manager | |  |
| Project Start / Completion Dates | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Budget** | | |  | **Project Approved Funding Source** | |
| One Time Budget Total | | $ |  | Total of all Sources must be 100% | |
| Hardware |  | $ |  | Plant Funds | % |
| Software |  | $ |  | Spectrum | % |
| Consulting / Installation |  | $ |  | Omnibus | % |
| C&IT Personnel OT |  | $ |  | General Fund Surplus | % |
| Training |  | $ |  | Unknown | % |
| Contingency |  | $ |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Annual Recurring Budget** | | | |
| Hardware |  | $ |
| Software |  | $ |
| Other |  | $ |

|  |  |
| --- | --- |
| **Is this project replacing current hardware / software?** |  |
| **If yes, what is being replaced? What is the current annual recurring budget being replaced?** | |
|  | |
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| --- | --- |
| **Additional Notes / Details / Description** |  |
|  | |
|  | |

***\*\*\* Please complete form and forward to the C&IT Administration & Finance Department \*\*\****