

Saint Joseph's University
BAC Request
For Fiscal Year 2010
Instructions

All new requests for funds require a BAC Request form. Following are the instructions for completing the BAC Request form.

Access the BAC Request form from the Financial Affairs website and save the file to your computer.

Enter the following information:

Department Name	Enter the official Banner name for the department requesting the position.
Organization Number	Enter the official Banner organization number for the department requesting the position.
Link to Plan 2010	Select the box(es) to the left of the applicable initiative(s) of Plan 2010.
Goal within Initiative	Enter the specific goal(s) related to the Plan 2010 Initiative(s) selected.
BAC Criteria for Selection	Select the box(es) to the left of the applicable criteria for the request.

Cost Savings/Revenue Generating Opportunity:

Description	If there is a proposed cost savings or revenue generating opportunity, please use the box provided to explain the opportunity.
Cost Savings/Revenue \$	If there is a proposed cost savings or revenue generating opportunity, please indicate the fund-organization-account and the dollar amount of the opportunity.

New Resources Needed:

Salary Expense

Salary Amount	Enter the salary dollar amount for the request.
Fringe Benefits Amount	Enter the dollar amount for the fringe benefits. Fringe is calculated at 30% for full time employees and 7.65% for part time employees.

Non-Salary Expenses:

On-Going Expenses:

Telephone /Office Supplies	Enter the dollar amounts required on an on-going basis for the new position for telephone and office supplies expenses.
Other On-going expenses	Enter the account number and dollar amount for any other on-going expenses required for this request.

One Time Expenses:

Office Furniture/Office Renovations/Computer Hardware/Software	Enter the dollar amounts required on a one time basis for office furniture, office renovations and computer hardware & software. If office renovations are required, please indicate the building name and room number.
Other One Time Expenses	Enter the account number and dollar amount for any other one time expenses required for this new position.

Reallocation of Funds:

Enter the Fund-Organization-Account and dollar amount for any funds that will be reallocated from other sources. This amount will be deducted from the total request amount.

The Total Budget Request dollar amount will be calculated automatically. Please ensure that all information has been entered correctly.

Save the completed request form for your records.

Print a copy of the request form and submit to your Department Head for approval.

All completed forms must be forwarded to the Provost or Vice President for approval and submission to BAC for consideration.

Please contact Nicole Ferretti (nferrett or x1336) in Financial Affairs with any questions or concerns.