

Budget Request Form

Experimental College

Course Title: _____

Instructor Name(s): _____

ExCo has a **limited amount of funds** to distribute among the courses needing supplies, copying, materials, etc. Indicate the amounts you are requesting in each of the following areas. **See the back of this page before filling this out, and PLEASE ITEMIZE THOROUGHLY.** Attach additional sheets if necessary.

CATEGORY	DESCRIPTION	REQUEST (\$)
Copies (number of pages at 7 cents a copy)		
Movie & Equipment Rental		
Books & Movies		
Reusable Supplies		
Other		
Outside Funding (specify)		
Total Request:		

Signature _____ Date _____

Budget Information

Experimental College

Each semester ExCo has a limited amount of money budgeted for use by instructors to cover necessary course expenses. If you will need to purchase materials for your course, please read this sheet carefully (you may want to photocopy this page for future reference). Budget requests have no impact on the likelihood of a class being approved or rejected.

Research: Preparing a budget is an important step in the course proposal process. Please make sure to research the costs, locations, and availability of the materials you wish to purchase. As instructor, you are entirely responsible for this aspect of your class.

Request Process: Have at least a rough budget worked out by the time of your interview. You will need to submit a final, itemized budget by the end of the semester. The ExCo treasurer will notify you of your final allocation at the ExCo Fair. (If you need to know your allocation before this time, make sure to tell the ExCo treasurer, and s/he will do what s/he can.)

Course Fee: An instructor cannot collect money from students without prior knowledge and approval by the ExCo committee, and such a fee must be noted on the finalized course syllabus. Students may pay for non-reusable materials necessary for your class through a course fee.

Outside Funding: Classes affiliated with funded organizations will receive a maximum of \$20 unless there are special circumstances. The instructor should contact the ExCo treasurer with questions. Any course fee you collect from your students should also be included in this part of the budget.

Things ExCo generally pays for:

Copies: ExCo will allocate up to \$20 for copying class syllabi and handouts. If your course is paper-intensive, however, consider using the Reserve Room and ERes (there are instructions on our website). To be reimbursed for copies, you must have a receipt. You can get one by copying your materials at the Main Office Copy Shop, Ben Franklin, Mail Boxes Etc., or Wilder Desk.

Books: ExCo will usually purchase one copy of each text that Mudd does not own (check OBIS) and will not purchase (you MUST check with Eric Carpenter, the head of the Collections Department in Mudd – just stop in and ask for a book request form), to be placed on reserve.

Movies: Similarly to books, you must check to see if a copy of the video is available in A/V, the public library, or Campus Video. If it is not, ask A/V to purchase it. If they will not, then ExCo will pay for one copy to be placed in the Reserve Room.

Other Stuff: Budget permitting, we will try to cover any other reusable materials of important educational value to your course (e.g. knitting needles, boxing helmets).

WHAT EXCO BUYS, EXCO OWNS. Materials that ExCo pays for must be returned by the end of the semester, or your term bill may be changed. Do not ask ExCo to pay for something if you want to keep it.

Things ExCo hardly ever (or never) pays for: instructor time or training, non-reusable items (e.g. transportation or food), educationally non-essential or purely recreational items.

Reimbursement Process: The College works on a reimbursement process. Exco does not give you money to spend, only reimbursements for what you have already spent. After you have bought your materials, SAVE THE RECEIPT. Turn in your receipts to the ExCo office by the announced deadline with a Reimbursement Form (available outside the office). You will receive a check in the mail or be instructed to pick up the money at the Cashier's office. ExCo does not guarantee reimbursement for items not approved on the Budget Request Form.

Warnings: If you miss the budget request submission deadline, it is extremely unlikely that you will get any money from the ExCo committee.

Have fun and good luck! Check our website for info (www.obenlin.edu/exco), and e-mail exco@oberlin.edu with questions.