

**St. Mary's College of Maryland – FY10 Budget Cycle**  
**Operating Budget Request**

<b>Date of Request</b>				<b>Department Name</b>	
<b>Budget Manager</b>				<b>Account Number</b>	
<b>Priority</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Cost</b>	<b>Justification</b>
<i>Temporary Faculty</i>					
	Paid Leave Replacements				
	PT/Instructional Staff				
	FT/ Instructional Staff				
<i>Total Cost Temporary Faculty</i>					
<i>62000 Technical &amp; Special Fees</i>					
	Honoraria				
	Student Employment				
	Contractual Admin Staff				
	Contractual Clerical Staff				
<i>Total Cost Technical &amp; Special Fees</i>					
<i>66000 Travel</i>					
	Travel				
	Registration				
<i>Total Cost Travel</i>					

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Priority	Description	Quantity	Unit Cost	Total Cost	Justification
<b>69000 Contractual Services</b>					
	Equipment Rental				
	Service Contracts				
	Food Service				
<b>Total Cost Contractual Services</b>					
<b>70000 Supplies and Materials</b>					
	Office Supplies				
	Books				
	Other Supplies & Materials				
<b>Total Cost Supplies and Materials</b>					
<b>74000 Fixed Charges</b>					
	Subscriptions				
	Association Dues				
<b>Total Cost Fixed Charges</b>					
<b>Total FY10 Operating Budget Requested</b>					