NORFOLK STATE UNIVERSITY

We see the future in you.

Vice President for Finance and Administration
700 Park Avenue, Suite 310, Norfolk, Virginia 23504
Tel: (757) 823-8011 Fax: (757) 823-8048
Web: www.nsu.edu

NON-RECURRING BUDGET REQUESTS

DATE:	Department:
	Budget Code:
TO: Dr. Gerald E. Hunter, CFO/VPFA	FROM:

Is there a timeline associated with this request? If so, please briefly explain below.

Please provide the reason for this request*.	**Amount**
TOTAL	
*Please attach additional documentation as needed.	

SIGNATURES

Date:	**VICE PRESIDENT OF RESPECTIVE AREA**
Date:	**BUDGET OFFICE SIGNATURE**
Date:	**VICE PRESIDENT, FINANCE & ADMINISTRATION** **Approved** **Denied**
Date:	**PRESIDENT/CEO** **Approved** **Denied**

INSTRUCTIONS FOR NON-RECURRING BUDGET REQUEST

The Non-Recurring Budget Request Form is used to request **one-time funding** for products and services that cannot otherwise be obtained using existing departmental resources.

NOTE: Prior to submitting requests, Vice Presidents and cabinet-level administrators for the requesting areas should review their budgets to determine if other resources can be reallocated to meet the budgeting request.

All funding requests should support the university's strategic plans, goals and objectives.

Form Completion Instructions
1. Fill in the date, department name and full 16-digit budget string where funding is needed.
2. Fill in the requestor's name and provide any comments related to the time sensitivity of the request.
3. Provide an itemized listing of the items and their amounts for the requested funding. Include a justification for the request and its alignment with the institution's strategic plans, goals, and objectives.
4. Ensure the total for all listed items is correct.
5. Attach supporting documentation as necessary.

Form Approval Process
1. Submit the completed form to the VP/Provost over the requesting department for review and approval.
2. After obtaining VP/Provost approval, submit the form to the Executive Budget Director (dxjones@nsu.edu) for review and approval recommendation of funding allocation.
3. Once approved, the Office of Planning & Budget (OPB) will submit the request to the Vice President of Finance & Administration (VPFA) for approval review or denial.
4. As necessary, the VPFA will submit the request to the President, who will have final approval authorization or denial of the funding request.
5. Once all approvals are obtained, the VPFA will forward the request to OPB for processing.

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