

# 2024 Budget Information Paper

Name of Department \*

Budget \*

- |  |   |  |  |  |  |
|--|---|--|--|--|--|
| <input type="checkbox"/> Capital<br>(included<br>in capital<br>Forecast,<br>over<br>\$5,000) | <input type="checkbox"/> Maintenance<br>(On<br>existing<br>items) | <input type="checkbox"/> New (new<br>item not<br>replacing<br>an existing<br>item) | <input type="checkbox"/> Operating<br>(not part of<br>Capital<br>Forecast) | <input type="checkbox"/> Replacement<br>(replacing<br>an existing<br>item in it's<br>entirety) | <input type="checkbox"/> Refurbish<br>(repair to<br>extend the<br>life of the<br>item) |
|--|---|--|--|--|--|

Please enter a date \*

Name: \*

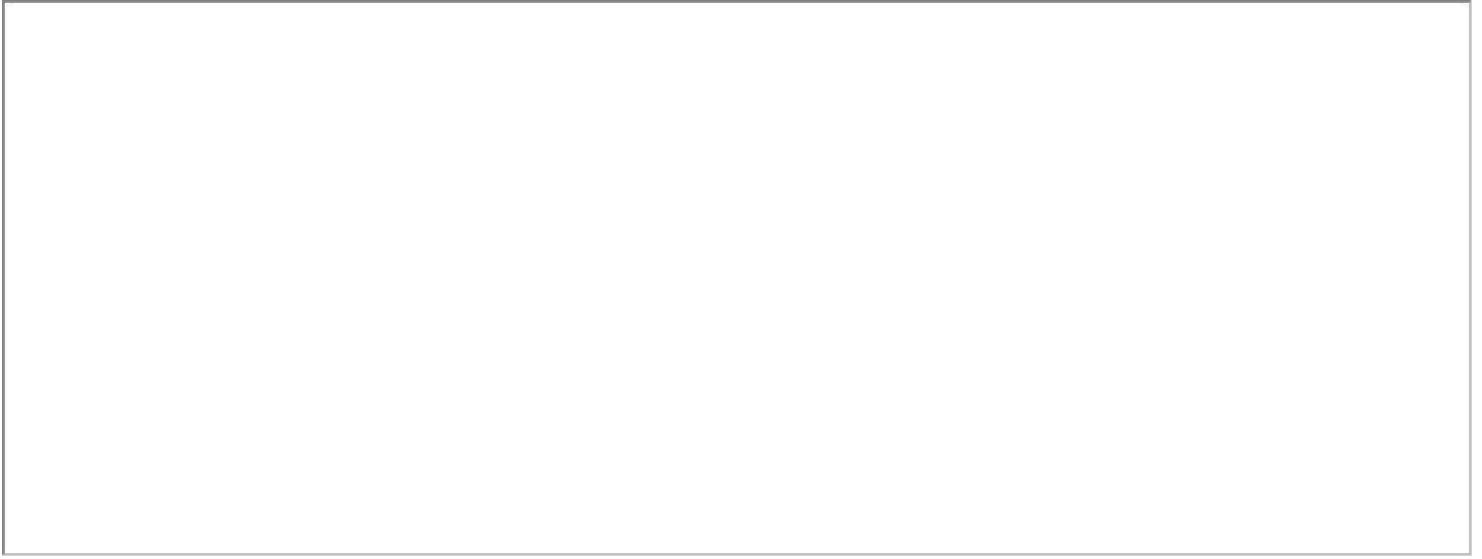
Account # \*

Account Name \*

Category \*

Subject: \*

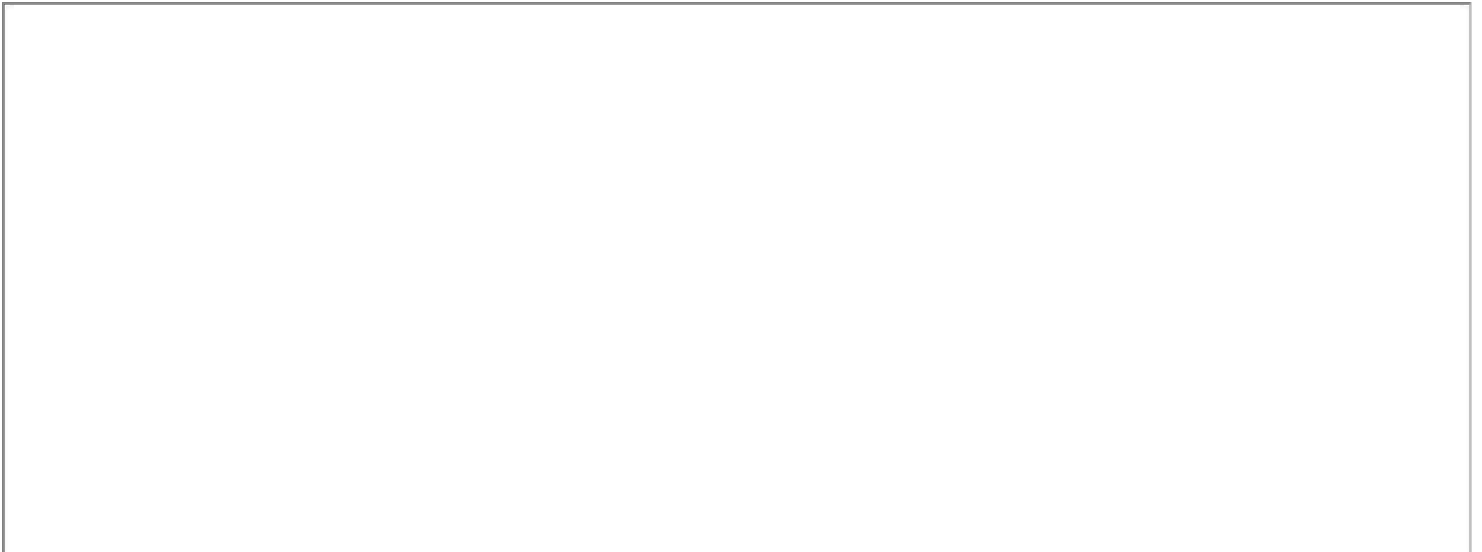
**Recommendation: \***

A large, empty rectangular box with a thin black border, intended for writing a recommendation. It occupies the upper half of the page.

**Background: \***

A large, empty rectangular box with a thin black border, intended for providing background information. It occupies the middle section of the page.

**Analysis: \***

A large, empty rectangular box with a thin black border, intended for providing an analysis. It occupies the lower half of the page.

**Financial Implications:**

**Dollar Amount of  
Item \***

**How does it affect your budget \***

**How will it be funded? \***

**Details if Other:**