

Hastings College of the Law
JUSTIFICATION FOR BUDGET REQUESTS

Attach this form to your budget worksheets. For the objects listed below, please provide fiscal detail on the amounts that comprise your budget request.

Travel/Training (object 5270): include purpose, location, and number of attendees

Contract Temporary Help (object 5234): include justification of need

Department/Office:	Fiscal Year:
Prepared By: (Budget Manager)	Date:
Approval Signature: (Division Manager)	Date:

ACCOUNT/OBJECT #:	OBJECT NAME:
<u>ITEM:</u>	<u>AMOUNT</u>
TOTAL BUDGET:	\$

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<u>ITEM:</u>	<u>AMOUNT</u>
TOTAL BUDGET:	\$