



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
*H. Martin Lancaster, President*

August 29, 2007

**MEMORANDUM**

**RESPONSE DEADLINE 09/10/07**

**TO:** Selected College Tech Prep Coordinators

**FROM:** Robert J. Witchger  
Associate Director for Tech Prep

**SUBJECT: REQUEST FOR COLLEGE TECH PREP 2007-2008 BUDGET**

Your college received its 2007-08 annual budget on Friday August 17, 2008. Included in the overall college budget was the College Tech Prep Grant. It is now time to finalize the College Tech Prep budget by officially submitting your itemized budget for this second year of the grant. Attached are two forms, a budget form and a statement of agreement, to complete and return by September 10, 2007. Final budget approval is contingent upon a successful interim review.

Budget revisions may be submitted on the attached CTP Request for Revision form to the College Tech Prep office during the program year through May 15, 2008. You may also obtain a copy by e-mail from Darice McDougald at [mcdougald@nccommunitycolleges.edu](mailto:mcdougald@nccommunitycolleges.edu).

Thank you for all you do to support the College Tech Prep effort.

If you have any questions, please contact me at 919-807-7126.

RJW/dm

Attachments

c: Selected Presidents  
Dr. Delores A. Parker  
Ms. Elizabeth C. Brown

**S07-041**  
**Paper & E-Mail Copies**

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM  
Reimbursement for Contractual Services

Statement of Agreement

Reimbursement from the North Carolina Community College System Office for costs incurred for release time and contracted services will be based on adherence to the following definitions.

**Release Time**

- Salary for a replacement for the individual released from existing duties to perform the approved grant duties/functions.

**Contracted Services**

- The hiring of outside personnel to perform the approved grant duties/functions, or hiring existing personnel beyond their normal contracted working hours to perform approved grant duties/functions. Existing employee contracts must be for additional hours and grant work may not overlap with the existing normal contracted working hours. All appropriate taxes must be withheld as usual.

\_\_\_\_\_ College agrees to comply with the above definitions.  
College

\_\_\_\_\_  
President (print name)

\_\_\_\_\_  
Business Officer (print name)

\_\_\_\_\_  
President's Signature

\_\_\_\_\_  
Business Officer's Signature

\_\_\_\_\_  
Project Contact (print name)

\_\_\_\_\_  
Project Contact's Signature

# College Tech Prep Request for Budget Revision 2007-2008

Name of College/Consortium: Your College Name Here

Date:

Today's Date

DESCRIPTION	Current Budget	Change (+ or -)	Revised Budget
<b>Instructional Programs</b>			
Salaries (Supplemental/Release Time)	\$ 0.00	\$ 0.00	\$ 0.00
Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00
Transportation	\$ 0.00	\$ 0.00	\$ 0.00
Subsistence	\$ 0.00	\$ 0.00	\$ 0.00
Purchased Services	\$ 0.00	\$ 0.00	\$ 0.00
Supplies & Materials	\$ 0.00	\$ 0.00	\$ 0.00
Equipment Purchase/Lease	\$ 0.00	\$ 0.00	\$ 0.00
Other Expenses (specify)	\$ 0.00	\$ 0.00	\$ 0.00
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
<b>Supportive Services</b>			
Salaries (Supplemental/Release Time)	\$ 0.00	\$ 0.00	\$ 0.00
Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00
Transportation	\$ 0.00	\$ 0.00	\$ 0.00
Subsistence	\$ 0.00	\$ 0.00	\$ 0.00
Purchased Services	\$ 0.00	\$ 0.00	\$ 0.00
Supplies & Materials	\$ 0.00	\$ 0.00	\$ 0.00
Equipment Purchase/Lease	\$ 0.00	\$ 0.00	\$ 0.00
Other Expenses (specify)	\$ 0.00	\$ 0.00	\$ 0.00
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
<b>Evaluation ( 10%)</b>			
Salaries (Supplemental/Release Time)	\$ 0.00	\$ 0.00	\$ 0.00
Purchased Services (Contracted)	\$ 0.00	\$ 0.00 0.00	\$ 0.00
Other: _____	\$ 0.00	\$ 0.00 0.00	\$ 0.00
<b>TOTAL</b>	\$ -	\$ -	\$ -

**Justification:** Type Justification Here, Text will wrap.

# College Tech Prep Budget 2007-2008

Name of College/Consortium: \_\_\_\_\_

Date: July 1, 2007 - June 30, 2008

## **DESCRIPTION**

## **Budget**

### **Instructional Programs**

Salaries (Supplemental/Release Time)	\$	_____
Fringe Benefits	\$	_____
Transportation	\$	_____
Subsistence	\$	_____
Purchased Services	\$	_____
Supplies & Materials	\$	_____
Equipment Purchase/Lease	\$	_____
Other Expenses (specify)	\$	_____
_____	\$	_____
_____	\$	_____

### **Supportive Services**

Salaries (Supplemental/Release Time)	\$	_____
Fringe Benefits	\$	_____
Transportation	\$	_____
Subsistence	\$	_____
Purchased Services	\$	_____
Supplies & Materials	\$	_____
Equipment Purchase/Lease	\$	_____
Other Expenses (specify)	\$	_____
_____		_____

_____	\$	_____
_____	\$	_____
<b>Evaluation ( 10%)</b>		_____
Salaries (Supplemental/Release Time)	\$	_____
Purchased Services (Contracted)	\$	_____
Other: _____	\$	_____
<b>TOTAL</b>		\$ -

**Signature:** \_\_\_\_\_ **Business Manager**      \_\_\_\_\_ **Date**      \_\_\_\_\_ **Tech Prep Coordinator**      \_\_\_\_\_ **Date**

*\* Interm funding is subject to successful completion of CTP Review of the first year of the grant.*