

Special Project Requests (SPR's)

1. Special Project Requests forms are to be submitted with complete approvals to the Budget Office prior to the published SPR deadlines for board approval.
2. Only completed approved forms (including Budget Office approval) will be accepted by Human Resources.
 - a. Employee completes form
 - b. Dean/Director (project supervisor)
 - c. Dean/Director
 - d. Instructor's Department Chair
 - e. College Business Services
 - f. Vice President
 - g. President
 - h. District Budget Office
3. Once the Budget Office reviews the form for completion and verifies the budget the form will be sent to the Human Resources.
4. Human Resources will submit the SPR for Board approval.
5. Human Resources will provide the Payroll Office a copy of the form in order to process payment for the SPR.
6. Employee is to also complete Special Project Time Report

2/25/2020- Updated Budget Office