Antelope Valley College
Resource Utilization Report

The **purpose of this document** is to report back to the AVC Budget the effectiveness and the utilization of the allocation of funds. Administrators of all funded projects are required to submit this document to the Budget Committee by June 1st following allocation of funds for requests that are $100K or more.

Name (print): _____ Date: _____

Program/ Department name:_____

Administrator: _____ Location (circle): Lancaster / Palmdale Center / Foxfield / O t h e r _ _ _ _ _ _

FOAP: _____

One-Time Funding ___   On Going___

Summary of Request:

Goals, Outcomes and Assessment:
Please describe how these funds enhanced your program goals and specific outcomes that were achieved through the use of these funds.

Identify **cost** in terms of:	Amount Requested		Actual spent		Variance*
1XXX (_____):	$ [ ]	-	[ ]	=	[ ]
2XXX (personnel):	$ [ ]	-	[ ]	=	[ ]
3XXX (benefits):	$ [ ]	-	[ ]	=	[ ]
4XXX (supplies):	$ [ ]	-	[ ]	=	[ ]
5XXX (services):	$	-		=	
6XXX: [1]	$ [ ]	-	[ ]	=	[ ]
Total	$ [ ]	-	[ ]	=	[ ]

[1] equipment/remodel/site improvement

Outline any major **challenges or obstacles** related to the Budget Request Process:
As noted above the cost of the item for which we requested funding had increased during the time between submitting the resource allocation request and the purchase order submission.

_____

_____

_____

Signature: _____   Date: _____

Administrator's Signature: _____   Date: _____