

2026 Budget Information Paper

Name of Department *

Budget *

☐ Capital
(included in capital Forecast, over \$5,000)

☐ Maintenance
(On existing items)

☐ New
(new item not replacing an existing item)

☐ Operating
(not part of Capital Forecast)

☐ Replacement
(replacing an existing item in it's entirety)

☐ Refurbish
(repair to extend the life of the item)

Please enter a date *

Name: *

Account # *

Account Name *

Category *

Subject: *

Recommendation: *

Background: *

Analysis: *

Financial Implications:

Dollar Amount of Item *

How does it affect your budget *

How will it be funded? *

Details if Other: