

**BUDGET REQUEST WORKSHEET**

<b>DEPARTMENT NAME</b>	<b>Arapahoe County Sheriff's Office</b>
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**Purpose:** The Budget Request Worksheet may be used as a guide to assist you in the preparation of the budget and narrative. All required information must be provided. (Red text is just there to provide an example-Please delete and replace with request)

**A. Travel** - Itemize travel expenses of project personnel by purpose (e.g., staff to training). Show the basis of computation (e.g., two people to 3-day training at \$x airfare, \$x Lodging, \$x subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

*Please rank 1-7  
With 1 being your  
number 1 priority  
purchase*

Purpose of Travel	Location	Item	Computation	Cost
Attending ICAC Conference in 2025	Within the US (if location is unknown, please provide the information on which city you used to calculate the rates)	Airfare	Airfare = 3 passengers \$300 each	\$900
		Lodging	Lodging = 4 nights x \$207/night = \$828 x 2 =\$1,656	\$2,484
		Per Diem	Per Diem = \$71/ full day. 3 full days x \$71 = \$213 + 2 travel days at \$53.25 = 106.50; \$319.50 per trip x 2 people = \$639	\$959
<b>Sub-Total</b>				<b>\$ 4,342.50</b>

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	Within the US	Airfare		
		Lodging		
		Per Diem		
		Ground Transportation		
<b>Sub-Total</b>				<b>\$ -</b>
<b>Travel Sub-Total</b>				<b>\$ 4,342.50</b>

**B. Equipment:** List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of **\$5,000 or more** per unit. Expendable items should be included in the "supplies" category. Explain how the equipment is necessary for the success of the project.

Item	Computation	Cost
		\$ -
<b>Equipment Sub-Total</b>		<b>\$ -</b>

**C. Supplies:** List items by type costing **less than \$5,000**, such as books, hand held tape recorders) and show the basis for computation. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Generally, supplies include any material that are expendable or consumed during the course of the project.

Item	Computation	Cost
Hard Drives for Synology NAS (Case Storage)	8 drives at \$300 each	\$2,400
<b>Supplies Sub-Total</b>		<b>\$ 2,400.00</b>

**D. Other Costs:** List items (e.g., registrations)

Description	Computation	Cost
<b>Other Costs Sub-Total</b>		<b>\$ -</b>

**Total Request** **\$ 6,742.50**

**Budget Summary:** When you have completed the budget worksheet, transfer the totals for each category to the spaces below.

Budget Category:	Amount:
A. Travel	\$4,342.50
B. Equipment	\$0.00
C. Supplies	\$2,400.00
D. Other	\$0.00
<b>TOTAL PROJECT COSTS</b>	<b>\$6,742.50</b>