**Budget Decision Questions**
When justifying a budget request or decision, please respond to the following:

1. **How does this impact instruction of, and service to, students?**
   - If impact is positive, great.
   - If impact is negative, is the expenditure necessary? If yes, how can negative impact be minimized?

2. **Does it contribute to fulfilling the college mission?**
   - If not why would we do it?

3. **Is it consistent with the 2002-2008 WCC Academic Development Plan/Strategic Plan? Accreditation recommendations?**
   - Does this expenditure help the college to achieve its Strategic Directions? Does it help to satisfy accreditation report or self-study needs?

4. **Does it commit the college beyond an initial expenditure?**
   - We need to be particularly careful about small decisions or investments with long-term costs.