DIVISION OF
FIRE
SAFETY
STATE OF COLORADO

4.4 Administration   **JPR# FOI –9**
4.4.3 Administration   **Revised 2/25/2010**
Standard Area: Administration

Candidate: _____ **Date:** _____

ID#: _____

STANDARD: 4.4.3 NFPA 1021, 2009 Edition	TASK: Prepare a budget request, given a need and budget forms, so that the request is in the proper format and is supported with data.

PERFORMANCE OUTCOME: Candidate will create a budget request using the proper forms, procedures, and supporting data, then submit the budget to the proper budget coordinator.

CONDITIONS: The Candidate will complete all elements of the assigned task. Include candidate's narrative on task completion, forms, photos/drawings etc., department policy or procedure.

EQUIPMENT REQUIRED: Specific facility. Pen/pencil, paper. Necessary budget forms or reports. Budget planning policy and procedures. Uniform or other credentials to ensure proper identification to business owners/occupants when obtaining supporting budget data. Computer, if applicable.

NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	**Fail**	**Pass**	**Fail**
1.	Obtain proper request forms and procedures.				
2.	Research revenue sources for budget.				
3.	Obtain supporting data to the budget request.				
4.	Develop and organize an outlined budget plan.				
5.	Produce completed plan using the appropriate forms and reports.				
6.	Submit complete budget packet to proper budget coordinator.				

Proctor/Evaluator Comments: _____

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_____   _____
Proctor/Evaluator (Print & Sign)   **Date**   **Candidate**   **Date**

_____   _____
Re-Test Proctor/Evaluator (Print & Sign)   **Date**   **Re-Test Candidate**   **Date**