Resource Requests Planning Template

Use this document to plan objectives, action plans and resources requests with colleagues.
NOTE: *Resource requests must be entered into SPOL in order for requests to be reviewed.*

For more information on how to enter objectives, action plans and resource requests in SPOL,
please refer to the Entering Planning Objectives, Action Plans, and Resource Requests SPOL Guide.

1. OBJECTIVES: Choose your objectives, or **goals**, for the upcoming year or two.

2. ACTION PLANS: Choose your action plans, or the **smaller steps**, that will help you achieve your objectives.

3. RESOURCE REQUESTS: Choose your resource requests, or the **items, materials, or support**, you need to implement your action plans and achieve your objectives. For more information about the fields below, please refer to the Resource Request Field Definitions SPOL Guide.

	Program Budget Account	Resource Type (GL Code)	Priority Level	Item Name	Commodity Type	Taxes Included?	Shipping Included?	# Needed	Unit Price	Total Cost	Description

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