

IMMEDIATE NEED REQUEST

2016 - 2017

Approved
in Cabinet
4/17/17
Belle Gregory

9c



Requested by: (Unit, Department, Division or Vice President)		Date to VP:	
Location	(Fill-in)	Reviewed By (Signature):	
Department or Unit:	Pres. OTC. / BOT	Date to Cabinet:	
Division:		Outcome:	
Vice President:			
Budget Request(s)	Justification for Request(s)	Funds Requested **	
(List in Priority Order)	At "Immediate Need" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function.	Amount	Ongoing
1.	Translation services are needed for Educational and Facilities Master Plan printed materials and in-person at community open houses. Items will be translated into Spanish and Mandarin.	\$8,000	X
Account Number(s):			
2.			
Account Number(s):			
3.			
Account Number(s):			

** Please provide documentation to support the amount requested, such as price quotes from vendor, copy of catalog, etc. Also, include any ancillary costs, such as maintenance, annual software upgrades, etc.