

IMMEDIATE NEED REQUEST

2015 - 2016



Requested by: (Unit, Department, Division or Vice President) *App. Vice President*

Location (Fill-in) *in a*

Department or Unit: Computer Information Systems (CIS)

Division: Business Division

Vice President: Irene Malmgren

Reviewed By (Signature): *[Signature]*

Date to VP: *9/19/16*

Date to Cabinet: *[Blank]*

Outcome: *[Blank]*

Budget Request(s) (List in Priority Order)	Justification for Request(s)	Funds Requested **			Funding Approved
		Amount	One-time	Ongoing	
1. CIS Full-time Security/Network Instructor	An "Immediate Need" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function. Unfortunately there was an unexpected death of a full-time professor and the other full-time professor is on partial load due to medical reasons. This position is needed to provide a full-time faculty member in a field that is in high demand and constantly changing.	105,497.00	X		
Account Number(s):	11000 333000 111000 070100 1100				
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.