

IMMEDIATE NEED REQUEST

2016-2017

REQUESTING: (Unit, Department, Division or Vice President)

Location	(Fill-in)	Reviewed/By (Signature):
Department or Unit:	Maintenance	<i>[Signature]</i>
Division:	Administration	
Vice President:	Mike Gregoryk	

Approved in Cabinet 11/15/16
[Signature]
MT.SAC!
 Mt. San Antonio College

Budget Request(s) (List in Priority Order)	Justification for Request(s)	Funds Requested **			Funding Approved
		Amount	One-time	Ongoing	
1. 11000-621000-564000-651000	An "Immediate Need" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function. 10/04/16-10/07/16-Emergency repair of campus electrical high voltage system requiring specialized vendor support. Costs include all labor, materials, and Diesel Generator rental. Failure to act promptly would have compromised numerous class schedules and office operations.	\$96,000	X		
Account Number(s):					
2. 11000-621000-564000-651000	10/24/16 -Emergency Repair of broken 12" main water line feeding campus reservoir requiring premium time vendor support. Costs include all labor, materials, heavy equipment and surface clean-up. Failure to act promptly would have compromised our ability to maintain water service to the campus.	\$27,000	X		
Account Number(s):					
3. 11000-621000-564000-651000	10/17/16-10/18/16-Emergency Repair of faulty high voltage transformer at the Central Plant. Costs include all labor, material, and testing. Failure to act promptly would have compromised the ability to deliver cooling/heating campus wide.	\$37,000	X		
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.