

# IMMEDIATE NEED REQUEST

2016-17

Approved in  
Cab. met  
1/10/17  
Bell Snogg



Requested by: (Unit, Department, Division or Vice President)					
					Date to VP:
Location	(Fill-in)	Reviewed By (Signature):			
Department or Unit:	Maintenance	Date to Cabinet:			
Division:	Facilities Planning & Management	Outcome:			
Vice President:	Administrative Services				
Budget Request(s)	Justification for Request(s)	Funds Requested **			Funding
(List in Priority Order)	An "Immediate Need" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function.	Amount	One-time	Ongoing	Approved
1. Improvements to Emergency Generator at Data Center	The emergency generator at the Data Center (Bldg. 23A) requires the installation of monitoring equipment necessary to transmit early warning information related to power outages.	\$65,000	X		
Account Number(s):	11900 621000 564000 651000				
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.