

IMMEDIATE NEED REQUEST

2016-2017

Approved in
Cabinet 9/16/16
Bill Suggs
MT. SAC
Mt. San Antonio College

Requested by: Chau Dao, Financial Aid		Date to VP: 9/2/2016
Location	(Fill-in)	Reviewed By (Signature):
Department or Unit:	Financial Aid	9.1.16
Division:	Student Services	Outcome:
Vice President:	Audrey Yamagata-Noji	9.6.16

Budget Request(s) (List in Priority Order)	Justification for Request(s)	Funds Requested **			Funding Approved
		Amount	One-time	Ongoing	
1. FA Banner Training from SIG Consulting	An "Immediate Need" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function. New changes to financial aid administration rules such as move from Quality Assurance verification to Federal verification as well as upcoming Prior-Prior year FAFSA forces the FA department to revamp processes and timelines. With new staff still adjusting to the learning curve with Banner financial aid, expert consultation is needed to maintain federal compliance.	33,200.00	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.

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